

Kelsey School Division Box 4700 The Pas, MB R9A 1R4	Code: EBBA
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FIRST AID CERTIFICATION

A. Kelsey School Division recognizes the need for employees in the School Division to obtain and hold valid first aid certificates. The School Division also recognizes that it may be impractical to provide instruction for everyone to hold a valid certificate at the same time.

In order to promote safety for the employees as well as the students, the School Division may support first aid training in the following manner. Additional training in the areas of other life-saving programs may be supported financially.

1. CUPE EMPLOYEES

- a) First priority will be given to CUPE employees working directly with students. These employees will be given an opportunity to take the program during working hours and the School Division will pay the instructor's fees. This group will include bus drivers, day custodians, education assistants and secretaries. First aid training for bus drivers is mandatory.
- b) All other CUPE employees including maintenance personnel, library clerks and evening custodians will be allowed to take the training on a voluntary basis. These employees will be given an opportunity to take the program during working hours and the School Division will pay the instructor's fees.

2. TEACHING STAFF

- a) First aid training will be given to teachers who work directly with students in potentially dangerous situations, and to all teachers of physical education and outdoor education. Kelsey School Division will pay the instructor's fees. The taking of a first aid course will be on a voluntary basis.
- b) All other staff will be allowed to take the program on a voluntary basis. The School Division will pay the instructors' fees.
- c) Should an inservice day be used, all teachers will be informed, and the onus shall be on them to register for the program on that day. This is applicable for the initial certificate as well as renewing of certificates.

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3. OTHER EMPLOYEES

- a) All other Kelsey School Division employees not mentioned above will be allowed to take the program on a voluntary basis with the School Division paying the instructor’s fees.
- b) As the Board recognizes the need for this program and as stated above, it will permit working hours to be used for training for this certificate.
- c) For all other employees, the onus shall be on them to inform the School Division office of their intentions to take the program. This list will be prioritized as to the employees taking a particular course and shall be at the discretion of the administrator in charge of the course.