



HOLY FAMILY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 140

OPERATIONS AND PROCEDURES

CATEGORY: HUMAN RESOURCES
TITLE: PROFESSIONAL GROWTH
CODE: 4044 First Aid Training

Reference Matrix	
Education Act (1995)	
Other Relevant Acts	
Holy Family Related Procedures	
Holy Family Related Manuals	Holy Family RCSSD No. 140 Board of Education Policy Manual
Resources (Ministry, SSBA, SCSBA, etc.)	
Date Processed	June 1, 2016

Background:

The Board of Education believes that all aspects of student safety are of major importance and therefore supports First Aid Training for Division staff.

Procedures:

1. Staff members who wish to take First Aid Training should apply to complete the appropriate course through their Principal or designate.
2. The Principal or designate will send the list of applicants to the Superintendent of School Operations or designate for approval.
3. The Board will pay for tuition fees and related expenses for staff members to attend the First Aid Course once they have been approved by the Superintendent of School Operations or designate.
 - 3.1. The Board will support the initial training and/or recertification in accordance with this Procedure.
4. Upon the successful completion of the First Aid Course, receipts for tuition fees and related expenses should be submitted to Central Office for reimbursement.