

ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7071

PAGE: 1 OF 2

CATEGORY: **Personnel, Orientation/Inservice**

EFFECTIVE: **1-29-62**

SUBJECT: **First Aid Inservice Training**

REVISED: **7-18-03**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing mandatory first aid inservice training in schools.
2. **Related Procedures:**

Illness and minor injuries	6371
Injury/illness--staff, students, or visitors	EP 07

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: G-2000, I-1350, I-1400; Education Code Section 49401.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Nursing and Wellness Office, Student Services Division, Office of Instructional Support.
2. **First aid inservice training** shall be conducted annually. First aid certificates and salary credit are *not* issued upon completion of training.
3. **Required Attendance.** Principals, teachers, elementary school secretaries, and other personnel who have daily contact with students, as designated by the principal, shall be required to take one first aid lesson per year unless those personnel hold a valid Red Cross first aid certificate issued within the last three years.
4. **Content.** Classes will include selected first aid policies and procedures as defined in references listed in Section E.
5. **Instructors**
 - a. **School nurses and other medical personnel** selected to teach the course are not required to hold first aid certificates.
 - b. **Nonmedical personnel** should complete a Red Cross first aid course prior to teaching other persons.

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D. IMPLEMENTATION

1. **Principal** plans inservice training program with nurse/instructor; establishes site procedure for attendance recording and makeup sessions; publicizes time and place of all lessons.
2. **Nurse/instructor** consults with principal to schedule time and place for holding class; orders required audiovisual materials by using appropriate request forms; and returns materials promptly following class.

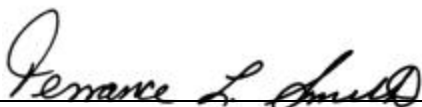
E. FORMS AND AUXILIARY REFERENCES

1. Emergency Procedures, poster, Stock Item 22-E-5101
2. First Aid: How to Proceed in Case of Injury to Pupil, HE 505
3. American National Red Cross textbooks, current and if available

F. REPORTS AND RECORDS

1. Class attendance sheets may be maintained by principal to facilitate future program planning.

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education