

	<b>Lloydminster Catholic School Division – Administrative Procedures</b>	
	<b>AP 216 – Physical Activity Programs</b>	
Related LCSDF AP's	AP 216 – Appendix A Sport Activity Handbook	
Form(s)	F 216.1 – Indoor Facilities Safety Report F 216.2 – Outdoor Facilities Safety Report F 216.3 – Activity Room Safety Guidelines F 216.4 – Gymnasium Equipment Safety Report F 216.5 – First Aid F 216.6 – Medical Information Form F 216.7 – Accident Response Plan F 315.1 – Concussion Response Tool F 316-1 – Parent Authorization for Chronic Health Care at School	
References:	<i>The Education Act, 1995</i> sections 85, 87, 175 Saskatchewan Physical Education: Safety Guidelines for Policy Development	
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## Background

Physical activity contributes to students' physical, academic and social well-being and is an integral part of the education program. The Division is committed to ensuring a safe environment for all students and staff. All physical activity programs must be founded on teaching and supervision practices that ensure the goals for physical, mental and social development are appropriate at every level. The Division believes that student lives, and learning are enhanced when they participate in a variety of physical activities.

While no physical education program can be made entirely risk-free, the Division's standard of care is that exercised by a careful parent of a large family focusing on ensuring that the benefits to students of a particular activity outweigh the potential of injury.

## Procedures

### 1. Facilities

- 1.1 Division personnel instructing / supervising sports and activities shall follow facility requirements for each activity as outlined in the Sport/Activity Handbook (Administrative Procedure 216 – Appendix).
- 1.2 The maintenance and repair of sport and activity indoor and outdoor equipment shall be completed as defined:
  - 1.2.1 The Principal shall designate a person to be responsible for facility inspections.

- 1.2.2 The Athletic Director(s) to provide training to the Principal and designate on the inspection of the Gymnasium Equipment.
- 1.2.3 There shall be three (3) inspection reports submitted to the Principal for facilities and equipment on September 30, January 30, and April 30:
  - 1.2.3.1 Indoor Facilities Safety Report (Form 216-1)
  - 1.2.3.2 Outdoor Facilities Safety Report (Form 216-2)
  - 1.2.3.3 Gymnasium Equipment Safety Report (Form 216-3)
- 1.2.4 All inspection concerns shall be reported to the Principal who shall report to the Chief Financial Officer.
- 1.2.5 When safety issues have been identified, the Principal shall ensure that use of the equipment/facility is discontinued until the safety concerns have been addressed.

## 2. Equipment Safety

- 2.1 Students shall wear appropriate safety equipment for those activities listed in Administrative Procedure 216 – Appendix.
- 2.2 All safety concerns relating to the status of equipment shall be reported to the Principal.
- 2.3 Schools shall maintain an appropriately stocked first aid kit in the gym and other appropriate and accessible areas. A teacher shall have a first aid kit accessible for all off campus sports and activities.
- 2.4 Student will be encouraged to wear sunscreen for outside activities during periods of high UV rating.

## 3. Instruction

- 3.1 The Principal shall provide all new staff with an orientation of the Administrative Procedure 216 – Appendix.
- 3.2 Each school shall maintain sports and activity resources requiring instruction of skills in proper progression.
- 3.3 Teachers shall follow the instructional guidelines as defined in the Saskatchewan Ministry of Education Curriculum Guides and the Administrative Procedure 216 – Appendix.  
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## 4. Supervision

- 4.1 Supervision shall be provided that is appropriate to the risk level of the activity, the participants' skill level, and the participants' age and maturity. Special consideration shall be provided for adapting equipment and procedures for the inclusion of Intensive needs students.
- 4.2 All third-party instructors/supervisors must be appropriately qualified, and a teacher must be present and in charge at all times unless the individual has been approved by the Director and upon successful official notification to the Provincial Athletic Association.

- 4.3 Students shall never be the sole supervisors of any activity requiring “constant visual supervision.”
  - 4.4 Each school shall inform all staff regarding activity room safety guidelines.
  - 4.5 Schools shall maintain current medical information forms (Form 316-1) on file for all students. These forms should be kept in a location that is easily available to appropriate personnel.
  - 4.6 Each school shall develop an accident response plan to deal with accidents of all types. The accident/incident insurance form to be entered by the Principal and shall be retained at division office.
  - 4.7 The supervisor shall complete the Concussion Response Tool (Form 315.1) of student who is suspected of a concussion and submit to the Principal. The original Concussion Response form shall be retained at the division office.
  - 4.8 The Principal shall designate personnel with first aid training.
  - 4.9 The Principal shall ensure an appropriate level of supervision defined and prescribed in Administrative Procedure 216 – Appendix.
  - 4.10 Each school shall complete and immediately submit the Student Incident Report Form (Form 530-1) to the Chief Financial Officer, for a student/staff/visitor involved in an accident or injured while in the care of the school.
5. Clothing and Footwear:
- 5.1 Students shall wear appropriate clothing and footwear for each activity listed in the Administrative Procedure 216 – Appendix.
6. Additional programming:
- 6.1 Sports and athletic activities considered to be high-risk by Saskatchewan Ministry of Education are listed in the Administrative Procedure 216 – Appendix. Teachers who wish to instruct high-risk activities, other than those for which guidelines are provided in Administrative Procedure 216 – Appendix, require written permission from the Director.
  - 6.2 When seeking approval for all new sports and activities, an inter-school committee shall be convened to formulate the guidelines for inclusion in Administrative Procedure 216 – Appendix.
  - 6.3 Teachers implementing the new sport/activity shall be expected to follow the approved safety guidelines which shall be incorporated in Administrative Procedure 216 – Appendix.