

# **SAMPLE PRINCIPAL CHECKLIST - PRINCIPAL/DESIGNATE**

## **RESPONSIBILITIES**

### **MEDICAL INFORMATION**

- Establish a process for the collection and sharing of student medical information with all teachers, coaches, intramural supervisors, etc. This must be done at the beginning of the school year and throughout the year as needed in order for students with medical conditions to participate safely in curricular, intramural and interschool activities (consult Appendix A – Sample Letter/Package for Parents/Guardians).
- Be familiar with the school board/school protocols for the management and the emergency procedures of prevalent medical conditions and others (for example, anaphylaxis, asthma, diabetes, epilepsy) during physical activities (consult Appendix L – Sample Management of Asthma Protocol).

### **CONCUSSION**

- Be knowledgeable of school board's concussion policy and protocols and their impact on a student's return to school and return to physical activities.

### **FIRST AID**

- Develop the school's First Aid Action Plan and First Aid Emergency Response (consult Appendix E – Sample First Aid Plan and Sample First Aid Emergency Response).
- Provide a readily accessible fully stocked first aid kit(s) (consult Appendix D – Sample First Aid Kit) on school site and where appropriate a portable first aid kit

(including a copy of the school board's tool to identify a suspected concussion (consult Appendix C-2 – Sample Tool to Identify a Suspected Concussion)).

- Ensure the first aid kits are regularly inspected and kept up to date.

## **EQUIPMENT**

Follow school board procedures and/or develop school procedures for the following:

- A documented inspection of the equipment (consult Appendix I-2 - Sample Safety Checklist – Gymnasium Equipment).
- The removal of damaged/unsafe equipment from use and/or the repair of broken equipment.
- A budget for the purchase of the required safety equipment as outlined on the activity pages (for example, protective eyewear for badminton).
- Ensuring school purchased equipment meets the standards as outlined on the activity pages (for example, protective eyewear for badminton - ASTM F803 standard).
- The purchase of new or used fitness equipment or donated fitness equipment, (consult Appendix H - Fitness Equipment – Existing, Newly Purchased or Donated).

## **FACILITIES**

- Follow the school or school board procedures for regular inspection of facilities (for example, gymnasium, fields, activity rooms, fitness rooms) along with equipment storage facilities and change rooms (consult Appendix I-1 - Sample Safety Checklist – Gymnasium Facilities and Appendix I-3 - Sample Safety Checklist – Outdoor Facilities).

- Follow the school board procedures for reporting damaged facilities to the custodian and/or school board maintenance department.
- Set procedures for removing/isolating hazards/hazardous situations.
- Set procedures to inform students that the use of gymnasium, activity areas, and equipment is prohibited without appropriate teacher supervision. In addition to written or oral communication, the doors must be locked or signage on the gymnasium doors must be in place indicating that students must not use the gymnasium unless supervised.

### **CLOTHING/FOOTWEAR/JEWELLERY**

- Be aware of expectations for appropriate clothing, footwear and jewellery, for physical activity (consult the Fundamentals of Safety - Clothing, Footwear, and Jewellery).

### **ENVIRONMENTAL CONSIDERATIONS**

- Be familiar with the school board/school procedures relating to student participation in outdoor physical activity, including the weather (consult Appendices F-1 to F-6) and insect conditions (for example, west nile virus, lyme disease).
- Cancelling or delaying outside physical activities or those in gymnasiums (that are not protected by overhead floors and rooms) because of severe weather (reported and/or anticipated).

## **OUTDOOR EDUCATION ACTIVITIES (FOR EXAMPLE, CAMPING)**

- Understand and implement the school board/school procedures for approving outdoor education activities (for example, school board/school procedures for swim tests for water-based activities.)

## **OUTSIDE ACTIVITY PROVIDER**

- The school must follow the school board procedures for accessing an outside activity provider, on site or off site (consult Appendix O (Curricular) or P (Intramural) - Outside Activity Provider).

## **OCCASIONAL TEACHER**

- Be familiar with school board policy/procedures/qualifications or develop school procedures for occasional teachers (that is, when a teacher replaces a teacher instructing physical activities). When developing procedures consider:
  - Informing the occasional teacher of the physical activity lesson;
  - Providing the pertinent Ontario Physical Education Safety Guidelines pages;
  - Identifying students with medical conditions (their Plan of Care), physical activity limitations, and those that require ready access to medications (for example, asthma inhalers);
  - The school's first aid emergency response for injuries/illnesses; and
  - The school's protocol for the supervision of change rooms.

## **INTRAMURAL ACTIVITIES**

- Develop expectations of the school's intramural program relating to safety.
- Develop an approval process for intramural supervisors (for example, qualifications/experience). The approval process should include verifying their knowledge, experiences and qualifications (where appropriate).

## **INTERSCHOOL SPORTS**

- Develop expectations for the school's interschool program relating to safety.
- Develop an approval process for coaches. The approval process should include verifying their knowledge, experiences and qualifications (where appropriate). Consult the Coaching Qualifications section under Supervision of the specific activity page for the required qualifications/certifications).
- Follow the school board procedure for approving non-teacher coaches (consult Appendix Q – Suggested Criteria for Non Teacher Coaches and Appendix R – Sample Volunteer Coaching Application form).
- For a non-teacher coach, select an appropriate coach liaison (consult the Coach/Coach Liaison section in the Fundamentals of Safety).

## **PRINCIPAL CHECKLIST – TEACHERS, COACHES, AND INTRAMURAL SUPERVISOR RESPONSIBILITIES**

Communicate to teachers, coaches, and intramural supervisors:

- Teachers, coaches, and intramural supervisors are responsible for reviewing the specific activity page(s), relevant information in the Fundamentals of Safety section, and relevant information in the Appendices prior to student participation in physical activity.
- Inform the teachers, coaches, and intramural supervisors on how to access the Ontario Physical Education Safety Guidelines ([safety.ophea.net](http://safety.ophea.net)) or school board localized version.
- Teachers may raise the safety the standards from the Ontario Physical Education Safety Guidelines but they cannot lower them.
- Inform the teachers, coaches, and intramural supervisors on how to access the information/resource listing physical activities that are school board approved or not approved.

### **MEDICAL INFORMATION**

Communicate to teachers, coaches, and intramural supervisors:

- Prior to physical activity, medical information of students must be checked using school board/school procedures (consult Appendix A – Sample Letter/Package for Parents/Guardians).
- School board/school’s protocols and/or Plan of Care for students with medical conditions (for example, asthma, anaphylaxis, diabetes). Consult Appendix L -

Sample Management of Asthma Protocol and Appendix M - Sudden Arrhythmia Death Syndrome.

## **CONCUSSION**

In-service/communicate to teachers, coaches, and intramural supervisors:

- School board concussion protocol (awareness, identification, management and prevention) and implementation tools.
- Their role in providing information and training to students on concussion awareness and prevention specific to the activity.

## **FIRST AID**

- Provide school location(s) of first aid kit(s). Inform school administration when supplies need to be replenished.
- Provide information on the school board/school first aid action plan and first aid emergency response (consult Appendix E – Sample First Aid Action Plan and Sample First Aid Emergency Response).
- Provide the school’s injury reporting procedures and forms that must be used for school administration, parents/guardians, and insurance provider.

## **EQUIPMENT**

In-service/communicate to teachers, coaches, and intramural supervisors:

- The responsibility to visually inspect equipment prior to use (consult Appendix I-2 - Sample Safety Checklist – Gymnasium Equipment)

- The procedures for reporting damaged/unsafe equipment to the principal and the removal from use.
- The importance of informing students that protective equipment must be properly worn.

## **FACILITIES**

In-service/communicate to teachers, coaches, and intramural supervisors their responsibility to:

- Inform students that the use of the gymnasium, activity areas and equipment is prohibited without appropriate teacher supervision.
- Visually inspect facilities prior to use (consult Appendix I-1 – Sample Safety Checklist – Gymnasium facilities, I-3 – Sample Safety Checklist – Outdoor Facilities).
- Use school procedures to report hazardous situations to the principal and/or custodian (for example, severely uneven surfaces, holes, rocks).
- Use school procedures to address hazardous situations (for example, removing them).
- Follow school procedures for the opening and closing of the gym divider doors/curtains.
- Follow school procedures for securing permanent goal post and moving and storing portable goal posts.

## **CLOTHING/FOOTWEAR/JEWELLERY**



In-service/communicate to teachers, coaches, and intramural supervisors their responsibility to:

- Communicate and enforce student expectations for appropriate clothing, footwear, and jewellery for physical activity.

### **STUDENT SAFETY INSTRUCTIONS**

In-service/communicate to teachers, coaches, and intramural supervisors the responsibility for student safety instructions:

- Students must not participate in physical activity until they have received safety instructions from the teacher.
- Safety instructions provided to students must be documented (including students in attendance, the date, the time, and safety instructions provided).

### **RISKS OF THE ACTIVITY**

Communicate to teachers, coaches, and intramural supervisors their responsibility to:

- Communicate to students the possible risks associated with the activities, ways to minimize the risks, procedures and rules to ensure safe play and the consequences of not following these procedures.

### **ENVIRONMENTAL CONSIDERATIONS**

In-service/communicate to teachers, coaches, and intramural supervisors:

- The school board/school procedures relating to weather (for example, air quality) and insects (for example, Lyme disease). Consult Appendices F-1 to F-6.

### **OUTDOOR EDUCATION ACTIVITIES (FOR EXAMPLE, CANOEING)**

Communicate to teachers the school board/school procedures relating to:

- Excursion approval process
- Parent/guardian consent
- Student medical information
- Student swim tests
- Student transportation

### **OUTSIDE ACTIVITY PROVIDER**

Communicate to teachers and intramural supervisors:

- The school board/school procedures relating to accessing an outside activity provider on or off site (consult Appendix O (Curricular) or P (Intramural) - Outside Activity Provider) prior to the activity.

### **SUPERVISION**

Communicate to teachers, coaches, and intramural supervisors that:

- All activities must be supervised according to the three categories of supervision (constant visual, on site, in the area).
- A teacher, coach, or intramural supervisor who is providing instruction and is unfamiliar with the activities (for example, no recent experience) must refrain from teaching the activities until assistance is provided by an appropriately trained staff or training is received.

- Volunteers, teacher candidates, and students must not be given sole responsibility for the supervision of students.
- School expectations for change room conduct and the supervision of male/female change rooms must be outlined.

### **OCCASIONAL TEACHER**

- Communicate to teachers the school board/school procedures when an occasional teacher will be teaching physical activity.

### **ADDITIONAL INTRAMURAL ACTIVITY RESPONSIBILITIES**

Communicate to intramural supervisors their responsibility to:

- Provide expectations regarding the philosophy and organization of the school's intramural program.
- Provide and collect signed parent/guardian acknowledgement of risk, permission to participate and student medical information from each participant, prior to participation (consult Appendix A – Sample Letter/Package for Parents/Guardians).
- Establish a process to ensure intramural officials are knowledgeable and trained to carry out their duties.
- Provide concussion prevention information for the specific activity.
- Communicate to each participant: the risks of the activity, ways to minimize risk, and rules of the activity prior to the initial start of the activity; document this communication (student name, date, safety message).

- Develop and implement rules for spectators' attendance so they do not present a safety concern.

### **ADDITIONAL INTERSCHOOL ACTIVITY RESPONSIBILITIES**

Communicate to all coaches:

- The coaching expectations (consult Appendix P – Coaching Expectations).
- The school's interschool philosophy regarding student participation and expectations, treatment of officials, opponents, and fair play.
- The required first aid coverage for lower and higher risk activities that must be met for the duration of all practices and competitions. Consult the First Aid section within the Fundamentals of Safety and the specific activity page.
- The school board/school approval process for the selection of a supervisory adult to chaperone students where the coach is not the same gender as the athlete(s) and where the athlete(s) might be required to stay overnight.
- The required school board/school process for parent/guardian acknowledgement of risk, permission to participate and medical information from each participant prior to student try-out and participation (consult Appendix A – Sample Interschool Athletic Package for Parent/Guardian and Students of Age of Majority).  
Emergency Contact/Medical Information portion of the form must be with the coach at all practices and competitions.