



BOARD POLICY MANUAL	
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Policy Section School	Identification SCH-1000

ACCIDENT POLICY & PROCEDURE

POLICY:

The Principal is responsible for establishing and implementing procedures, which will safeguard the health and welfare of students and staff who have been injured or taken ill while on school premises or on school-sponsored field trips or excursions.

In accordance with the Education Act, the principal, vice-principal, principal-designate and teacher have the right and the responsibility of a judicious parent and will act in accordance with the expectations of a parent.

PROCEDURE:

1. Standard first aid treatment shall be given immediately and be reported to the First Aid Centre in the Front Office. Staff should carefully assess the injury, in consultation with the First Aid Centre, before transporting or allowing the student to proceed to the First Aid Centre.
2. If the accident or illness appears to be of a serious nature (e.g. any injury to the head) which may require diagnosis and/or treatment by a qualified medical practitioner, the following procedures shall apply in the following order:
 - a. The First Aid Centre will call an ambulance immediately (using the emergency number 911) to transport the accident victim to a hospital.
 - b. If an ambulance is not available immediately, then a staff member's car should be used to transport the accident victim to a hospital. Another staff member shall accompany the accident victim to the hospital.
3. A staff member teacher or employee shall report any accident to the Principal or designate as soon as possible.
4. The school office shall inform the parents or guardians (or in the case of a staff member, the next of kin) as soon as possible.
5. If the Principal or his/her delegate believes that the injury or illness may not be of a serious nature, the parents (or next of kin) should be informed and their instructions acted upon. Basic first aid measures should be applied in order to ensure the health, safety, and comfort of the victim. If an accident is considered serious, the victim should not be moved under any circumstances.
6. A student accident report shall be submitted to the Principal or his/her delegate when all information is available.
7. Trinity Christian School should have at least one staff member, including the secretary(s), who has qualified for an approved First Aid Certificate.
8. If an injury to a student has occurred while at school but has not been discovered until a later time, the Principal, when informed of such injury, shall ensure that an accident report is completed.
9. In cases of injury, students, parents and volunteers will notify the Front Office and a report will be filed.
10. In cases of injury, employees will notify representatives of the Joint Health and Safety Committee, who will file a report and submit to the Principal.
11. If an injury occurs on a bus, the bus company is responsible to follow their emergency procedures. The bus company will notify the School office of the injury. The Principal will ensure that the parents or emergency contacts of the student(s) involved are contacted.
12. If the bus is involved in an accident, the bus company is responsible to follow their emergency procedures. The bus company will notify the School office of the accident. The Principal or designate will ensure that all of the parents or emergency contacts of the students on the bus are contacted.

13. On a Field Trip or away Sporting events, teachers will bring the Field Trip Permission Forms binder, (which include emergency numbers), as well as a First Aid Kit which will include an epipen. In case of injury, the teacher will administer first aid, call 911 if necessary, and notify the school office. The Principal will ensure that the parents/ emergency contacts are contacted. (If on bus see #11 above.)