



Board Approval Date: December 10, 2012

## Accident-Injury Policy

### **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 and teachers 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 Principal. Staff members should carefully assess the injury, in consultation with the Principal, before transporting the student to school office. When an injury or illness appears to be of a serious nature (e.g. any injury to the head, neck, back, etc.) which may require diagnosis and/or treatment by a qualified medical practitioner, staff members will call an ambulance immediately (using the emergency number 911) to transport the victim to a hospital. If an injury is considered serious, the victim shall not be moved until assisted by a qualified medical practitioner.
2. A staff member shall report any injury to the Principal as soon as possible.
3. The Principal shall inform the parents or guardians (or in the case of a staff member, the next of kin) as soon as possible.
4. If the Principal 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.
5. A student injury report shall be submitted to the Principal when all information is available.
6. Hope Academy should have at least one staff member who has qualified for an approved First Aid Certificate.
7. 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 injury report is completed.
8. In cases of injury, students, parents and volunteers will notify the Principal and a report will be filed.
9. 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.

10. If an injury occurs on a bus, the bus company is responsible to follow their emergency procedures. The bus company will notify the Principal of the injury. The Principal will ensure that the parents or emergency contacts of the student(s) involved are contacted.
11. If the bus is involved in an accident, the bus company is responsible to follow their emergency procedures. The bus company will notify the Principal of the accident. The Principal will ensure that all of the parents or emergency contacts of the students on the bus are contacted.
12. On a class/field trip or away on sporting events, teachers will bring the School Registration Forms Binder, as well as a First Aid Kit. In case of injury, the teacher will administer first aid, call 911 if necessary, and notify the Principal. The Principal will ensure that the parents/emergency contacts are contacted. (If on bus see #11 above.)