

INCIDENTS TO STUDENTS

Background

Care must be exercised when incidents to students occur. All incidents are to be reported on a Student Accident Report in Public School Works. Wherever possible, personnel with first aid training are to examine the student to determine the nature and extent of the injury before proceeding further. Where no such person is immediately available, the staff member is expected to act as a reasonable parent in using his/her own judgment in what is best for the child. The following procedures also apply.

Procedures

1. If a child, upon initial examination is suspected of having a serious injury, the child shall not be moved except where required by external dangers. Someone with first aid training or a medical practitioner is to be called to the scene. The injured person is to be made as comfortable as possible, and is not normally to be left unattended during this period.
2. Where the injury is determined to be severe, the attending staff member is to send a designate to call 911 for Emergency Medical Services and a staff member is to be assigned to accompany the ambulance.
3. Before treating minor injuries in school, school personnel are to check verbally or from the child's record card whether there are any allergies that may affect the child's treatment.
4. Where the injury appears to warrant further medical attention, the parent/guardian is to be phoned, and they are to direct the school staff as to what action they deem appropriate (someone will collect the child to be taken to the hospital, etc.).
5. Where a parent/guardian is unavailable, and the situation appears to warrant it, the Principal shall act in loco parentis, and take such action as deemed appropriate, including, where necessary, consultation with the child's physician.
6. Incidents which might possibly require the service of a doctor, nurse or other trained person shall be reported as soon as possible after the incident, providing full particulars.
7. Where a parent/guardian authorizes it, or in their absence, the Principal deems it necessary, the Principal may authorize transportation of the student to a doctor or hospital. The driver may be reimbursed for travel expenses in accordance with Division procedures on submission of an expense claim.
8. In all cases where medical treatment is administered to a child on or off the school premises, the parents/guardians are to be informed by phone as soon as possible.

Adopted/Revised: JUN 2016/NOV 2019

Reference: Section 11, 33, 52, 53, 196, 197, 222 Education Act
Emergency Medical Aid Act