

ACCIDENTS

Policy G.1.1

The Board of Trustees believes that the safety of students and staff while on Division property or participating in Division sponsored activities cannot be compromised. Every effort must be made to ensure their safety.

In the event that an accident does occur, procedures for responding to and reporting the accident are outlined in the attached regulation.

Adopted September 1, 2009		
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1. Response to Accidents

Staff and/or administration shall respond as follows.

a. Standard Procedures

- i. The staff member on duty will administer any required first aid.
- ii. The staff member will report the incident to the principal.
- iii. The principal will ensure action is taken to remove any conditions on school property that may have contributed to the accident.
- iv. The principal will ensure that parents/guardians are advised of all accidents involving their child on school property.

b. Minor Incidents Requiring Transportation Home

- i. When a student requires transportation home following a minor incident, the school will first contact the parent/guardian to ensure someone is at home and request that, if possible, the parent/guardian pick up the student.
- ii. If the parent/guardian is unable to pick up the student, the school will make arrangements to ensure the student is taken home safely.
- iii. The student will be accompanied by a staff member at all times.

c. Incidents Requiring Additional Medical Treatment

- i. The school will contact the parent/guardian for direction if the student requires medical treatment in addition to first aid.
- ii. If the parent/guardian cannot be reached, the school will transport the child to hospital, nursing station, or other facility. Efforts will continue to contact the parent/guardian.
- iii. A staff member will remain with the student until a parent/guardian arrives.

2. Reporting Accidents

Schools shall report accidents according to the following procedure.

a. Frontier School Division Accident Report

- i. A "Frontier School Division Accident Report" must be completed for each accident that occurs on school property. (Forms are available in the Principal's office.)
- ii. This accident report must be completed in a timely manner and contain as much information as possible.

- iii. All reports are signed by the Principal.
- iv. All accidents reports are to be sent to the Secretary-Treasurer as follows:
 - Larger schools submit on a weekly basis,
 - Smaller schools submit on a bi-weekly basis,
 - A severe accident should be reported to the Secretary-Treasurer within twenty-four hours of the accident.
- v. Principals must report all accidents to the Area Superintendent within twenty-four hours.

Adopted September 1, 2009		
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