

STUDENT ACCIDENTS

Background

The Division is committed to ensuring a safe and healthy environment for students. Records of all student accidents that result in first aid or medical treatment shall be immediately reported to the Safety Coordinator and kept on file at the school.

Procedures

1. An attempt shall be made to immediately notify the parent/guardian of the child who is injured.
2. If medical attention appears to be required and the parent/guardian cannot be reached, the Principal or designate shall arrange for the student to be taken either to an emergency ward or an appropriate health care centre.
3. When a student appears to be seriously injured, he/she is not to be moved. Where a parent/guardian is unavailable, and the situation appears to warrant it, the School Administrator(s) or designate shall act in locus parentis, and take such action that he/she deems appropriate, including, where necessary, summoning an ambulance.
4. A Blanket Student Accident Insurance Standard Claim Form should be provided to the parent/guardian of any student requiring medical/dental treatment or if an ambulance is required. <http://www.brsd.ab.ca/families/Pages/Student-Accident-Insurance.aspx>
5. No drugs of any kind are to be administered to an injured student.
6. School Administrator(s) and/or a staff member shall notify appropriate medical personnel that they are not the parent of the injured or ill student and shall not sign a hospital Consent Form for Treatment when a student is taken to a clinic or hospital for treatment.
7. Where a student has been injured, written notification of such is to be provided to the Safety Coordinator immediately using the *Student Accident Report* (Form 315-1).
8. All student accidents should be examined by the School Administrator(s) and the Safety Coordinator to determine if any action(s) need to be taken to prevent reoccurrence. These actions should be recorded on the *Student Accident Report* (Form 315-1).

Reference: Section 60, 61 of the School Act
Emergency Medical Aid Act

Forms: Student Accident Report (315-1)

Amended: December 2017