

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 immediate attempt to notify the parent/guardian of the child who is injured shall be made and noted on the *Student Accident Report* (Form 315-1).
2. If medical attention appears to be required and the parent/guardian cannot be reached, the employee or Agent of the Board 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, the student is not to be moved. Where a parent/guardian is unavailable, the employee or Agent of the Board shall act in *locus parentis*, and take any action that to provide medical assistance as would be expected of any reasonable adult, including, where necessary, summoning an ambulance.
4. An [Accident Reimbursement Plan](#) claim form should be provided to the parent/guardian.
5. No drugs of any kind are to be administered to an injured student unless previously authorized, as outlined in Administrative Procedure 316 (Medication Administration).
6. The employee or Agent of the Board shall notify appropriate medical personnel that they are not the parent of the injured or ill student and shall not give legal consent to medical treatment of students in their charge.
7. Where a student has been injured, written notification of such is to be immediately provided to the Division Principal - Safety using the *Student Accident Report* (Form 315-1).
8. All student accidents should be examined by the School Administrator(s) and the Division Principal - Safety 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 52, 53 Education Act
Emergency Medical Aid Act

Related APs: Medication Administration to a Student (316)

Forms: Student Accident Report (315-1)
Accident Reimbursement Plan claim form (iA Financial Group)

Amended: October 2023