



File EC

### **ACCIDENTS TO STUDENTS AND STAFF**

In all cases of serious accidents or illness, the immediate welfare of the students and staff shall be of prime concern. Parents or immediate family shall be contacted immediately. When deemed necessary, the Principal or designate shall have the authority to call an ambulance to take the student or staff to the hospital. See also: Crisis Response Plan ED, EPC

An accident report should be made as soon as practicable after an accident occurs. A report must be made electronically for accidents involving physical injury to a person on school premises or while being transported. Reports will be kept in the school and a copy forwarded to the Board Office and the school administration will inform the Division Office immediately if the accident is major.

In addition, the Division will notify Manitoba Education (Education Administration Services) "as quickly as possible of serious school, including to and from home, incidents where as a result of the incident, any of the following occurs:

- a) a student or staff member requires professional medical attention
- b) a letter is sent home concerning the incident
- c) the media is in contact with the school or division
- d) the police or other emergency services are notified." [Letter D. Yeo, November 1, 2005]

In the case of a minor accident or illness, first aid shall be given and the person will be kept under observation. If complications arise, the case shall be treated as serious and the above guidelines followed. Parents/guardians will be contacted immediately in all cases involving head trauma.

An electronic report will be made on the "Accident Report Form" provided by M.S.I.P. for all except minor accidents which occur during school activities. The reports shall be kept in the school with a copy forwarded to the Board Office. See EC-E

#### **Guidelines on classification of accidents/injuries**

Minor: scratch, bruise, scrape, minor cut, minor sprain, etc.

Moderate: serious cut, more severe sprain, broken finger, etc.

Severe: injury to eye, head, face, back, broken arm/leg, etc.

\*\*\*See website below:

website: [www.hedinc.com](http://www.hedinc.com)

user name: PORTAGE LA PRAIRIE

password: Available at the Board Office