

STUDENTS

H-WCDSB POLICY MANUAL

ACCIDENTS & ILLNESSES IN THE SCHOOL

S.M.04

POLICY

1. The Board requires that every reasonable precaution to protect the safety and well being of all students, on board property or at school-sponsored events, will be taken to prevent accidents.
2. Board personnel shall adhere to recommended safety practices as they pertain to the school, special types and areas of instruction, student transportation, school sports and occupational safety.

REGULATIONS

1. School staff shall:
 - a) recognize and be particularly observant of conditions that affect the health and safety of students in their classrooms, on the playgrounds or in any other areas where students work or play;
 - b) take every possible precaution to protect other personnel and visitors from accidents, injury or health hazards;
 - c) notify the principal of any health or safety hazard that is beyond their power to control;
 - d) in the event of an accident, whether minor or more serious, attend to the injured student; and
 - e) following the appropriate reporting procedures, promptly and accurately report all accidents to students on or about school premises, while going to or from school, or participating in a school sponsored activity.

ACCIDENTS & ILLNESSES
IN THE SCHOOL

S.M.04

PROCEDURES

1. In the event of an accident, school personnel shall attend to the injured student.
2. When a student sustains an injury or becomes ill during school hours, the principal or designate shall assume, temporarily, the responsibilities of a parent or guardian in the administration of first aid and/or referral for medical examination and supervision.
3. When a condition appears to be of a minor nature, the principal or designate may, at their discretion, allow the student to remain in school, rest under observation or be sent home with a note of explanation to the parent(s)/guardian(s).
4. Should an illness or injuries be more than minor in nature and where medical attention may be necessary, the principal or designate shall notify the parent(s)/guardian(s) of the student. The parent(s)/guardian(s) may advise that the student be taken home, to the family doctor, or that the doctor be consulted. If the parent(s)/guardian(s) cannot be contacted, the principal or designate may contact the family doctor or the Medical Officer of Health for further direction.
5. In the event of a serious accident where immediate hospitalization may be necessary, the principal or designate shall:
 - a) call an ambulance and have the student sent directly to the hospital accompanied by a responsible adult;
 - b) inform the parent(s)/guardian(s) as soon as possible.
 - d) notify the Superintendent of the incident; and

ACCIDENTS & ILLNESSES
IN THE SCHOOL

S.M.04

PROCEDURES (cont'd)

6. Accident Reporting

STUDENT INJURIES

- iii) Principals shall complete a STUDENT ACCIDENT REPORT form.

NOTE:

- iii) Such a form is to be treated as a liability incident report and therefore accurate reporting of details is essential as the content of the incident report is often heavily relied upon in any legal action arising out of an incident. Timely reporting is essential.
- ii) Municipal Freedom of Information and Protection of Privacy Act, **2007** – accident reports often contain information, such as names of witnesses, involvement of other people, insurance liability concerns which may be confidential. School officials are required to consult with the Superintendent prior to releasing accident report information. An accident report is a private document!

Requests for accident reports from parent(s)/guardian(s) shall be denied or, depending on the circumstances, such requests shall be treated on a case by case basis whereby exemption rules may apply to parts of a requested accident record.

- iii) Depending on the nature and/or seriousness of an injury, school staff should make every effort to contact parent(s)/guardian(s) and maintain contact with the family after an accident, to convey the school's concerns and offer assistance when necessary.

STUDENTS

- 4 -

H-WCDSB
POLICY
MANUAL

ACCIDENTS & ILLNESSES
IN THE SCHOOL

S.M.04

BM 3 Jun 97, 24 Jun 03, 24 Jun 08, 05 Mar 13

RELATED BY-LAW(S): 7.02

RELATED BOARD COMMITTEE: Religion, Family Life & Instructional Services

POLICY REVIEW DATE: Five (5) Years