

## 7100: ACCIDENT/INJURY PROCEDURES (AP)

Approved: 90 12 04

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### **POLICY**

**The Board of Education recognizes that accidents may occur to children while they are under the care of the District. The board respects the right of the parent to determine medical attention for their children but recognizes that employees may from time to time be required to deal with emergent situations.**

**In cases where parents cannot be contacted readily and quickly, the Board expects its employees to exercise the degree of care and control as would be expected from a reasonably careful parent of a large family, including the summoning of a doctor or ambulance. The regulations to this policy are provided for the guidance of employees.**

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### **ADMINISTRATIVE PROCEDURES**

#### **1.0 POSTING OF EMERGENCY INFORMATION**

- 1.1 The Principal of each school shall ensure that the following telephone numbers are posted in the office and in each classroom as well as

#### **EMERGENCY 911**

#### **Non-Emergency Numbers:**

HOSPITAL (PORT ALBERNI)	723-2135
HOSPITAL (TOFINO)	725-4010
OUTPOST HOSPITAL (BAMFIELD)	728-3312
HEALTH UNIT (PORT ALBERNI)	724-1281
LOCAL DOCTORS – Consult yellow pages under PHYSICIANS & SURGEONS	

#### **2.0 CONTACTING PARENTS REGARDING INJURY/ACCIDENT**

- 2.1 Excepting superficial scratches, reasonable efforts should be made to contact parents in the event of their child's injury.
- 2.2 In the case of head injuries, parents or the family doctor must be notified.

### **3.0 REPORTING ACCIDENTS TO PRINCIPAL**

- 3.1 Excepting superficial scratches, all accidents must be reported to the administrative officer in charge at the school.

### **4.0 REPORTING ACCIDENTS TO EMPLOYER**

- 4.1 All accidents must be reported through the completion of the Incident Report Form available in the school office.
- 4.2 The principal shall ensure that the form is completed and forwarded to the Office of the Secretary-Treasurer.
- 4.3 All accidents judged as serious and which may lead to medical or legal complications should be reported to the Superintendent of Schools at the earliest convenience.