

ADMINISTRATIVE PROCEDURE NO. 320**STUDENT ACCIDENTS****Background**

Student safety is of extreme importance. Every student accident which results in a student requiring medical treatment shall be reported.

Procedures

1. The principal, or the teacher supervisor, shall notify the parents/guardians as soon as possible in the event of a serious student accident. The name of the parent/guardian communicated with shall be recorded on the Student Accident/Medical Emergency Report Form (Form 25).
2. The principal shall arrange for an injured student to be taken to a medical clinic or the emergency department of the hospital if immediate medical attention is required and the parents/guardians cannot be reached.
3. The principal or the teacher supervisor must summon an ambulance if a student appears to be seriously injured and cannot be moved.
 - 3.1 Coaches, or school supervisory staff, will be required to remove from play, any athlete who exhibits signs or symptoms of concussion. The athlete will not be permitted to return until he or she has received written medical clearance from a doctor.
4. School personnel should not administer drugs to an injured student unless it is essential to preserve the life or physical well-being of the student.
5. Neither the principal, nor a teacher supervisor, shall sign a consent form for treatment when a student who is seriously ill or injured has been taken to a medical clinic or the emergency department of a hospital.
6. The principal, or the teacher supervisor, shall notify the attending medical personnel that he/she is not the parent of the ill or injured child.
7. The principal, or a member of the school staff, shall advise the Superintendent or designate as soon as possible by phone if a student has been seriously injured.
8. The principal shall ensure that the Accident Report Form (Form 25) has been completed and filed with the Superintendent or designate within three school days of an injury to a student.

9. The school administration shall conduct an investigation into all cases where serious injuries to student have occurred from an accident in order to determine what can be done to prevent similar occurrences in the future.
10. When appropriate, the principal or designate shall make a follow up call to the parents/guardian to inquire about the student's wellbeing.