



SD #10 (Arrow Lakes) District Protocol

Student Accident or Injury Protocol

Please note that these procedures are to be reviewed with staff each year. Noon hour supervisors, TOCs and casual staff should also be made aware of the protocol.

1. Injured or ill student is assessed by teacher and also a First Aid attendant at the school.
2. Relevant facts are gathered about what happened or is happening.
3. Accident or illness is reported as soon as possible to the office to school secretary or principal.
4. Staff will communicate with the Principal or Vice-Principal and with one another to help follow up and monitor student injury.
5. First Aid attendant determines whether
 - a) further medical attention is merited
 - b) the student is to be monitored in class or
 - c) whether the student is assessed as okay to proceed with classes
6. Parents are notified as soon as possible of the illness or injury
7. Investigation of the accident is done with statements taken from any witnesses (students, teachers, EAs, parents or community members) by the Principal.
8. Any student requiring medical attention will have parents notified immediately.
9. If parents are unavailable to accompany the student to the medical clinic, or hospital, a staff member will accompany the student and remain until parents arrive.
10. No student will be allowed to sign out of school with illness or an injury unless parents have been contacted directly by the school and approval given to go home or elsewhere.
11. Any situation of severe, intense or possible serious injury involving a student is to be reported to the Board office immediately, with appropriate documentation to follow.
12. A severe or serious injury should be also reported as soon as possible by phone or fax to School Protection Program (SPP).
13. For more standard injuries, teacher or support staff will fill in the paper SPP (School Protection Program) accident or injury report form at the school on the date of the incident and also report the injury to the Principal
14. Principal will enter the accident or injury report information into the SPP website as quickly as possible after receiving the paper incident report form
15. Follow up with parents, staff and students as required by principal, Director of Learning or other district staff.