

ADMINISTRATIVE PROCEDURES MANUAL
Administrative Procedure 315

STUDENT INCIDENTS AND SICKNESS

1. BACKGROUND

The physical, emotional and mental health and the safety of students are to be promoted and safeguarded through all reasonable means. The District expects that all schools will act in cooperation with other government and local agencies in the best interest of students.

2. PROCEDURES

1. All accidents and injuries by students shall receive prompt and appropriate attention.
2. All accidents involving injury to students shall be reported to the school office and principal/vice-principal.
3. Parents or guardians are to be notified as quickly as possible.
4. Parents or guardians of children shall supply the school with the phone number of two emergency contact persons in case parents or guardians are not readily available.
5. Discretion by the Principal, teacher-in-charge, designated first aid person is to be exercised in deciding if the illness or injury warrants emergency hospital attention. In cases where there is any doubt, the ill or injured student is to be taken to the hospital.
6. A Schools Protection Program Online Incident Report Form is to be completed and a copy of the report is forwarded to the Secretary Treasurer's Office.
7. Minor injuries may be dealt with by school first aid attendants.
8. Each Principal shall inform staff members and parents of the procedures that will be followed in cases of accidents and injury annually.
9. Student injuries that occur during a school trip should be reported to the school principal or vice principal as soon as practical.
10. Except in emergency situations, designated staff will administer (or supervise the self- administration of) medications as outlined in Administrative Procedure 316 Medical Intervention.

Reference: Sections 7, 8, 17, 20, 22, 65, 84, 85, 95
School Act Good Samaritan Act
School Regulation 265/89

SD No. 40 (New Westminster)

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