



Rationale

Despite the reasonable care and attention of staff members, accidents do occasionally occur that result in injury to students. Accurate reporting of accidents that occur during school activities is essential for liability insurance purposes.

Policy

The Catholic Independent Schools, Diocese of Victoria, requires that accident reports be filed on all accidents involving students that occur during school or school authorized activities.

Regulation

1. Principals and teachers are responsible for effective supervision of students under their care during all school activities.
2. All school staff, in order to prevent accidents, shall attend promptly to unsafe conditions involving equipment, building and schools. Unsafe equipment **is must not be** used and any **unsafe** equipment and other unsafe conditions are **to be** reported immediately.
3. If an accident should occur, the teacher or Principal in charge is responsible for taking prudent action in dealing with the injured student:
 - The nature and extent of the injury must be ascertained. Bleeding should be controlled. A staff member trained in first aide, should be summoned. If no one with such training is available, the Principal or teacher in charge must take whatever action they deem necessary.
 - If there is any doubt about the extent of the injury, especially if the injury seems serious or **if there may** be internal injury, a fracture of the skull, spine, or leg, the **student** should not be moved, but should be made as comfortable as possible and kept warm until expert assistance is secured.

In **these** cases, an ambulance should be summoned immediately to transport the victim to hospital for treatment. The Principal should not hesitate in calling 911 for an ambulance.



When necessary emergency measures have been taken, the parent **must** be contacted and advised of the steps taken and asked to get in touch with the family physician.

- If the injury appears to be minor and the **student** is able to walk or can be safely carried, he/she should be taken to the medical room of the school and made as comfortable as possible. Additional first aid measures may be taken here. **However, if the student has suffered a head injury, even one that seems minor, the parent must be informed and asked to take the student to emergency or an ambulance may be called for assessment of the injury and transport to the hospital if the responding personnel suggest it.**
4. The teacher or Principal in charge at the time is responsible for deciding whether the emergency treatment is necessary or if the injury is relatively minor. In making this judgment, in doubtful cases, it is better to be on the safe side.
 5. When a student is seriously injured, the Principal, or designate, shall inform the Superintendent immediately of the accident.
 6. Within 24 hours after the occurrence of a serious accident, the Principal shall file a complete report on the Accident Form provided. One copy is to be forwarded to the Superintendent and one copy should remain on file at the school.
 7. Students who become ill at school or receive a minor injury must not be sent home unless the parents have been informed. It is best to have a child, suffering from an accident or sudden illness, accompanied home by an available member of the staff or other responsible adult.
 8. Should a student be injured at an activity sponsored by the school's Parent Advisory Committee/Home and School, or other parent council, the school is to ensure an accident report form is completed and forwarded to the Superintendent.



Island Catholic Schools

ADMINISTRATION

REPORTING OF STUDENT ACCIDENTS

316

Reference:	Approved
	Date Approved: November 2001
Cross-reference:	Date(s) Revised: Oct 2003, Sept 2009, Mar 2012