

School District #62 (Sooke)

STUDENT ACCIDENT AND ILLNESS	No.: C-430
	Effective: July 3/84 Revised: Oct. 10/89

ADMINISTRATIVE REGULATIONS

1. All accidents of a serious nature that occur on school property and during supervised extra-curricular activities away from school are to be reported as soon as possible to the principal's office by the attending staff member.
2. Those persons attending emergency situations must be cautioned not to exceed their competence in providing first aid and/or in making judgments about the seriousness of an injury.
3. The parents/guardians of those students involved in a serious accident or affected by illness shall be contacted as soon as possible. If parents/guardians cannot be contacted regarding the serious injury or illness, then the authorized emergency contact person shall be notified. Failing this, the family doctor or alternate shall be contacted. If deemed necessary, arrangements should be made to transport the student by appropriate conveyance to a hospital, a doctor's office or a private residence.
4. Accidents of a serious nature must be reported on the School Accident Report Forms, three copies of which must be sent to the Secretary-Treasurer as soon as possible.
5. Students involved in accidents of a less serious nature or who become ill at school should be sent or taken to the appropriate area where they will receive first aid attention. Injured students or those not feeling well may require bed rest in a medical room or designated area of the school. The condition of those students must be regularly monitored by an adult. Parents should be contacted and, if necessary, arrangements made to transport the student home.
6. The principal shall ensure that adequate first aid supplies are maintained in the school.