

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION: 300 - STUDENTS

CODE: AP 313

PROCEDURE: ACCIDENTS TO STUDENTS

BACKGROUND

Injury prevention must be a priority at all times. However, when accidents to students do occur, care must be exercised. Wherever possible, personnel with first aid training are to examine the student to determine the nature and extent of the injury before proceeding further. Where no such person is immediately available, the staff member is expected to act in loco parentis or "in the position of a caring parent, as unofficial guardian." Therefore, he/she will act as a reasonable parent in using his/her own judgment in what is best for the child. The following procedures also apply.

PROCEDURES

1. If a child, upon initial examination, is suspected of having a serious injury, he/she shall not be moved except where required by external dangers. Someone with first aid training or a medical practitioner is to be called to the scene. The injured person is to be made as comfortable as possible and is not normally to be left unattended during this period.
2. Before treating minor injuries in school, school personnel are to check verbally or from the child's record card whether there are any allergies that may affect the child's treatment.
3. Where the injury appears to warrant further medical attention, the parent/guardian is to be phoned and they are to direct the school as to what action they deem appropriate (parent will make arrangements to pick up child, request staff to take child to the hospital, etc.).
4. Unless there are pressing reasons for not doing so, the parent/guardian is to assume full responsibility for making appropriate arrangements for the medical treatment of the child from this point forward.
5. Where a parent/guardian is unavailable and the situation appears to warrant it, the Principal or designate shall act in loco parentis and take such action as he/she deems appropriate including, where necessary, consultation with the child's physician.
6. Injuries which require or might possibly require the service of a doctor, nurse or other trained person shall be recorded on the approved form and retained on file at the school until at least two (2) years after the child leaves the school.

7. Where a parent/guardian authorizes it, or in their absence the Principal deems it necessary, the Principal may authorize transportation of the student to a doctor or hospital. The driver may be reimbursed for travel expenses in accordance with Division procedures on submission of an expense claim. Both driver and vehicle will be fully insured by the Division's insurance policy in such cases.
8. Where an employee of the Division transports the student or accompanies the student during transport, he shall be granted leave of absence from regular duty with full pay and benefits.
9. Where transport occurs by means of a properly certified ambulance service, the employee or his/her designate shall accompany the student, either within the ambulance or by private vehicle. The Division will not accept invoices for ambulance service since all parents are offered student accident insurance at the start of each school year.
10. In all cases where medical treatment is administered to a child on or off the school premises, the parents/guardians are to be informed by phone as soon as possible.
11. In the case of a serious injury to a student the Principal is to contact the Director as soon as possible.

Reference: Sections 85, 87, 108, 109, 175, 231 Education Act

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