

# **SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD**

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*Section* MISCELLANEOUS

*Policy Name* ACCIDENTS

902

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## **POLICY**

The Superior-Greenstone District School Board will endeavour to provide appropriate assistance in the instance of accidents on its premises or during activities sponsored by the Board.

## **PROCEDURES**

### **1.0 First Aid Equipment**

A first aid kit shall be kept in each school and work location for the purpose of treating minor injuries.

### **2.0 Minor Injuries**

In case of minor injury to a pupil or employee, an adult in the employ of the Board may administer first aid.

### **3.0 Injuries Requiring Medical Aid**

#### **3.1 Medical Attention**

In a case of injury to a pupil or employee which requires diagnosis and treatment by a physician, arrangements will be made promptly for such attention and, in the case of a pupil; the parent(s) will be notified.

#### **3.2 Reporting**

An accident report form shall be completed for each accident and record pertinent information for all accidents. One copy of the report shall be kept on file in the school and one copy shall be forwarded forthwith to the Board Office. The record shall indicate when first aid was administered, the aid provided and by whom.

### **4.0 First Aid Courses**

The Board encourages all employees to take recognized First Aid Courses and refresher courses as they are available.

### **5.0 Ambulance**

If in the judgment of the person in charge at the scene of an accident, an ambulance is required, the Board expects that the ambulance will be summoned forthwith.

## **6.0**

The Principal or Supervisor is required to complete and submit a Worker's Compensation Report Form when an accident involves any employee.

## **7.0 OSBIE Reports**

The Principal or Supervisor is required to complete and submit an Accident Report Form for OSBIE when the accident involves a student.