



## **POLICY**

The Windsor-Essex Catholic District School Board wishes to protect the health and welfare of all students under its care.

## **PROCEDURES**

1. In the event of injury to a student, the Principal or designate shall ensure that the parent is informed in the earliest practical circumstance.
2. In the event of an accident involving a student, the Principal or designate shall assess the situation and if required:
  - a. arrange for the student to be transported home or to the family doctor or to the local hospital as he need requires;
  - b. Complete the on-line OSBIE "Incident Report Form" and forward it to OSBIE (who will in-turn forward it to the Business Dept.).
3. If **serious** injury is evident or suspected (one that involves a broken limb, severed finger, loss of consciousness, etc.), the Principal shall ensure that a person who is trained in first aid attends to the injured student and decides if that person should be moved. If required, an ambulance should be called and the parents/guardians should be notified immediately. The Principal shall ensure that the Superintendent is notified.
4. Any employee transporting a student may be held liable for any resulting injury. Thus, discretion is advised.
5. No school personnel may authorize treatment by a physician or hospital.
6. Each Principal must ensure that the Student Health Form is completed and signed by the parent or guardian of every student.
7. After everything has been done for the student that is possible, the Principal should evaluate what could be done to prevent a recurrence of this accident.
8. As required, the Principal may contact the Board's Health & Safety Officer for assistance.

Approved by Board: April 25, 2000

Amended by Board: June 2005

Related Policy:

Related Board Committee:

Policy Review Date: 2010