

# School District No. 22 (Vernon) **PROCEDURE**

Please file in By-Laws, Policy & Procedure Manual

**No. PR 9.1.0**

Adopted: 01 Dec. 1975  
Amended: 10 May 1988

## ACCIDENTS IN SCHOOLS

When an accident occurs, the person first at the scene should determine, to his/her best ability, the severity of the injury.

1. If student is in danger from the immediate environment, remove him/her, exercising appropriate care and procedures if back or neck injury is suspected.
2. If considered serious, seek immediate adult or mature student assistance and;
  - a) call an ambulance  
AND
  - b) contact parent, or designated alternative.
3. Apply First Aid Treatment as outlined on sheet provided by Medical Health Unit (all school staff should be familiar with this).
4. Remember that bleeding is best stopped by direct pressure.
5. If student is unconscious, it is essential that the airway (mouth, throat) is clear. This is best achieved by gently rolling the patient over so that he/she is midway between lying on his/her side and lying belly down. The tongue can often obstruct the airway, and is easily grasped with a handkerchief and pulled forward.
6. Keep the patient reasonably warm with blankets or coats.

The patient should be accompanied in the ambulance by a teacher or parent. The Hospital Emergency Department should be notified if pertinent medical information is available.

The following points are to be noted:

1. Some seemingly minor injuries e.g. lacerations or puncture wounds can be deceptive. In suspected head injuries always seek medical opinion.
2. If in doubt, seek a medical opinion.
3. Splint fractures at site of injury, for patient's comfort.
4. Cold water is best for burns.
5. After patient has been cared for, complete an Incident Report form.
6. On day after accident, the teacher or principal should phone the parent to see how child is getting along.

### **Additional Notes on Calling an Ambulance**

Should an ambulance be required, the Board will accept a billing from the Provincial Emergency Health Service for the cost of an ambulance called by the school.

The following are the usual types of situations:

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|------------|---|
| MINOR:     | 1. Parents phoned - child picked up by them.                                |
|            | 2. Parents phoned - cannot be reached - injury minor, left in medical room. |
| MAJOR:     | 3. Parent phoned - child to go to physician - advice re. ambulance.         |
|            | 4. Parent phoned - no one home - phone physician then ambulance.            |
| GREY AREA: | 5. Parent phoned - no answer - physician phoned - advice sought.            |

### **Further Directions:**

Each Principal should have on file a signed form on which the parents have indicated the person to be contacted if parent(s) are not home.