

7100: STUDENT ACCIDENT/INJURY PROCEDURES (AP)

Approved: 90 12 04
Amended: 25 12 02

ADMINISTRATIVE PROCEDURES

1.0 POSTING OF EMERGENCY INFORMATION

- 1.1 The Administrator of each school shall ensure that the following contact information is posted in the office and in each classroom.

EMERGENCY 911

Non-Emergency Numbers:

WEST COAST GENERAL HOSPITAL (PORT ALBERNI)	250-731-1370
TOFINO GENERAL HOSPITAL (TOFINO)	250-725-4010
BAMFIELD HEALTH CENTER (BAMFIELD)	250-728-3312
HEALTH UNIT (PORT ALBERNI)	250-731-1315
PROVINCIAL HEALTH INFORMATION	811

2.0 CONTACTING PARENTS/GUARDIANS REGARDING INJURY/ACCIDENT

- 2.1 Reasonable efforts should be made to contact parents/guardians in the event of their child's injury.
- 2.2 In the case of head injuries, parents/guardians must be called immediately.

3.0 REPORTING ACCIDENTS TO PRINCIPAL

- 3.1 All accidents must be reported to the Administrative Officer in charge at the school.

4.0 REPORTING ACCIDENTS TO DISTRICT

- 4.1 All accidents must be reported through the completion of the Incident Report Form available in the school office.
- 4.2 The Administrator shall ensure that the form is completed and forwarded to the Board Office, to the attention of the Secretary-Treasurer.
- 4.3 All accidents judged as serious and which may lead to medical or legal complications should be reported to the Superintendent of Schools at the earliest convenience.

RESOURCES

Pacific Rim School District – Student Accident Injury Procedure (P)