

Administrative Procedure 315

ACCIDENT PREVENTION AND REPORTING

Background

Schools are required to meet all federal and provincial legislation with respect to safety for students and staff. In creating a physically safe environment, the Division strongly encourages community authorities to:

- Establish bylaws to prohibit snowmobiles and other recreational and unauthorized vehicles from driving on school playgrounds.
- Install and enforce school zone speed limits in the vicinity of schools.
- Install playground signs on the road allowances adjacent to school playgrounds.

Procedures

In case of accident, the following procedures are to apply:

1. Administer first aid and report to the Principal.
2. In case of accidents where in the opinion of the Principal, immediate professional medical treatment is required, the parents or guardians shall be notified for direction. If the parents or guardians cannot be reached, such means as are available shall be used to convey the student to hospital, nursing station or other location where treatment may be available. The parents or guardians shall be notified of such actions as soon as possible thereafter.
3. In the case of head injuries however slight, the Principal shall notify the parents or guardians, advising them to consult their physician should the student display dizziness or nausea.
4. Accidents shall be reported by principals to the Superintendent of Education immediately.
5. If the accident is caused by conditions on school premises, the Principal shall take steps to remedy the situation.

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

[Form 530-1 NLS-Insurance Claim Form](#)
[Form530-2SchoolIncidentReportFormforInsurancePurposes.pdf](#)
[Form530-3BlanketStudentAccidentInsurance.pdf](#)
[Form530-4WCB-Employer'sInitialReportofInjury\(E1\).pdf](#)
[Form530-5WCBWorker'sInitialReportofInjury\(W1\).pdf](#)