



**POLICY:**  
**SUBJECT:**

**EBB**  
**ACCIDENT PREVENTION AND**  
**PROCEDURES**

**APPROVAL DATE:**

**REVISION DATE:**

**PAGE:**

November 16, 1999

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1. In case of accident or illness which requires immediate medical care, the school should call 911 for an ambulance and notify the parent(s)/guardian(s) immediately. The parent/guardian shall be requested to meet their child at the hospital as soon as possible.

An ambulance should be called when the severity of the accident is beyond the scope of the school and immediate assessment and/or intervention by a doctor and/or hospital is required (e.g. head injury, spinal injury, following the use of an Epi-Pen, severe bleeding) or as indicated in an individual health care plan.

First aid should be rendered, preferably by someone trained in First Aid/CPR. This person should remain with and attend to the student until the ambulance arrives.

While waiting for the ambulance, a staff member should prepare written information, in duplicate, showing the student's full name, name of parent(s), home address, next of kin phone number, and stating "billing to be sent to next of kin". One copy should be given to the ambulance driver and one copy retained for school files.

2. If a parent is not available to accompany the student, a staff member shall accompany the student in an ambulance or follow the ambulance to the hospital in a private vehicle and wait with the student until the student is in the care of hospital staff or his/her parent(s)/guardian(s). When the staff member leaves the hospital, he/she should ensure the parent(s)/guardian(s) have been contacted.
3. If, at the discretion of the principal, the student can safely be transported to a hospital in a taxi or private vehicle, school personnel should ensure that the parent/guardian has been notified and requested to meet their child at the hospital as soon as possible. If a taxi is called, an Emergency Taxi Services form must be completed (see Exhibit EBB - E).
4. In the case of minor accidents, the school should render first aid and keep the student under observation. If it is necessary to send the student home, the principal or vice-principal must authorize the student leaving the school building. The school must contact the parents/guardians to advise them of the need to send their child home. Specific arrangements must be made with the parent(s)/guardian(s) to either have the student picked up at the school, have the child accompanied to the home or another location (e.g. day care facility, relative's home) by an adult. The exception to this would be when a parent/guardian, once contacted by the school, has given permission for the child to be sent home or to another location unaccompanied. If the parent/guardian cannot be contacted, the student must remain at school.

If, at the discretion of the principal, there is any doubt as to the ability of the child to walk home, a taxi should be called (and an Emergency Taxi Services form completed) or the student transported by private staff vehicle.