

## **ACCIDENT PREVENTION**

The Division believes that the safety of students, staff and volunteers is of paramount importance. The Principal is primarily responsible for ensuring that the school building and grounds are maintained in a safe condition with the support of the Health & Safety Coordinator.

### **Procedures**

1. The Principal shall ensure that within the school, there is an appropriate number of staff trained in First Aid as set out in the Occupational Health & Safety legislation.
2. Staff members should be encouraged to acquire first-aid certification.
3. All staff, both teaching and support, have the responsibility of immediately reporting unsafe conditions to the Principal.
4. The Principal shall take steps to immediately correct the unsafe condition, and if the unsafe condition cannot be remedied immediately, the Principal must report the situation to the central office.
5. The Principal will be responsible for the supply and maintenance of first-aid equipment.
6. The Principal shall develop schedules for supervision by staff for both inside and outside the school.
7. The coordinator of facility services will be responsible, on an annual basis, to discuss safety concerns regarding equipment, school grounds, and school buildings with the school administration.
8. All student accidents shall be documented on the appropriate form immediately after the accident, and a copy of the report shall be forwarded to the Health & Safety Coordinator at Division Office within forty-eight hours.
9. All employee and volunteer accidents shall be documented on the appropriate forms immediately after the accident, and a copy of the report shall be forwarded to Division Office.
10. Appropriate medical assistance for the student must be obtained immediately.
11. When a student is involved in an accident or medical emergency, every reasonable effort shall be made to immediately notify the parents or guardians.
12. Teachers in classes requiring special safety features shall ensure that students comply with the safety requirements of the class before participation in the activities of the class.

13. Parents are responsible to inform the Principal of any medical problems that a student may have in order for the Principal and teachers to take preventative measures to ensure the safety of the student.

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December, 2003

Updates: June 2013, January 2020

**References:**

Occupational Health & Safety Legislation

Section 33, 32, 52, 53, 196, 197, 222 Education Act