

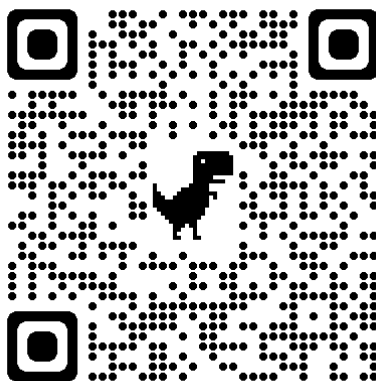
Seek or administer First Aid treatment

- First aid kits and epi-pens are located in the office or gym area
- The AED is located near the gym
- If unconscious for any amount of time, breathing is compromised, or there is uncontrolled bleeding, keep them comfortable and call 911 for an ambulance.
 - TIP - Have the building address ready

A STUDENT is injured.... What do I do?

Student incidents need to be reported within 24 hours when students are injured on division property or under the care of division staff including field trips, extracurricular games and practices.

1. Notify Principal, or Assistant Principal, as soon as possible.
2. Report online – Public School Works (PSWs) – My Safety Portal – Student Accident Management - <https://www.lrsd.ca/our-division/departments/health-safety>
3. Or, if no access to PSWs, use this link [LRSD Student Incident Report](#) or QR Code



STAFF is injured while at work... What do they do?

If an employee seeks medical attention because of an incident that occurred on Division property or while doing Division business, the incident **MUST** be reported. If in doubt, report.

NOTE: If the incident results in being admitted to a hospital or death, call the Superintendent and leave the area undisturbed as the incident will need to be reported and investigated by Alberta Labor.

1. Notify Principal, Assistant Principal, or your Supervisor as soon as possible.
2. Report online – Public School Works – My Safety Portal – Staff Accident Management within 24 hours <https://www.lrsd.ca/our-division/departments/health-safety>

If in doubt, report the incident

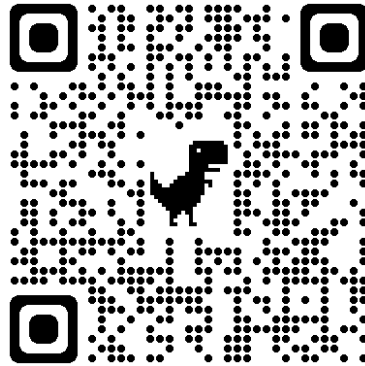
*Forms available on the Health and Safety Portal of the Staff Intranet. Updated: August 2024

A SUB, CONTRACTOR, VOLUNTEER, OR MEMBER OF THE PUBLIC
is injured on Division property or
while doing Division business..... What do I do?

Contact a family member if possible. Report withing 24 hours of incident.

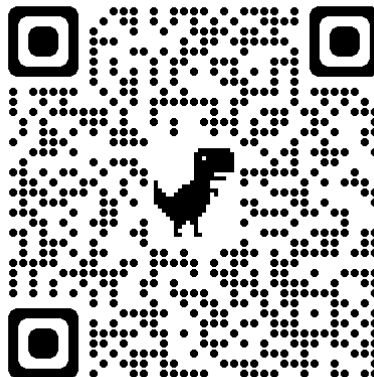
If the incident may involve a someone being admitted to a hospital:

- Call the Superintendent or Laura Stocker at 403-394-8857
 - Leave the area undisturbed as the incident will need to be reported and investigated by Alberta Labor.
1. Notify Principal, or Assistant Principal, as soon as possible.
 2. Complete the LRSD Sub, Contractor, Volunteer, or Member of the Public Incident Report using this link - [LRSD Sub, Contractor, Volunteer, or Member of the Public Incident Report](#) or QR Code



Near Miss or Property Damage... What do I do?

Report using the following [Near Miss or LRSD Property Damage Report](#) or QR Code



If in doubt, report the incident

*Forms available on the Health and Safety Portal of the Staff Intranet. Updated: August 2024

A CRITICAL INCIDENT occurs...What do you do?

Follow the Division [Crisis Response Manual](#) and school Emergency Response Plans.

NOTE: If the incident results in being admitted to a hospital or death, call the Superintendent and leave the area undisturbed as the incident will need to be reported and investigated by Alberta Labor.

Complete the [Critical Incident Report](#) and email to the Superintendent and Health and Safety Coordinator.

Students are ill...What do you do?

Schools must notify AHS Public Health Outbreak Team (PPHST) if:

Respiratory or Gastrointestinal Illnesses (GI) such as: (cough, sore throat, fever, nausea, diarrhea, vomiting, nasal congestion, etc.)

- 10% of student absent due to illness OR
- unusual amount of students with similar symptoms
- Staff – unusual increase in staff with GI illnesses

Rash Illnesses

- 3 or more students with similar rash illness within a 10-day period

Schools are recommended to call PPHST if there are questions or concerns about other unusual illnesses – measles, mumps, pertussis, meningitis, hepatitis, etc.

PPHST - 1-844-343-0971

Email to the Superintendent and Health and Safety Coordinator. Custodial services may be increased or adjusted.

Child Care Facilities (preschool, daycare, and before and after school programs) have different reporting criteria. Contact the Health and Safety Coordinator for more information if needed.

[Health and Safety Guide for Operators of Child Care Facilities](#)
[Childcare Outbreak Management](#)

If in doubt, report the incident

*Forms available on the Health and Safety Portal of the Staff Intranet. Updated: August 2024