

## Administrative Procedure 311

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### ACCIDENT PREVENTION

#### Background

The safety of Division students, staff and volunteers is of paramount importance.

#### Procedures

1. Staff members will be encouraged to acquire first-aid certification.
2. The Principal is responsible for ensuring that the school building and grounds are maintained in a safe condition.
3. All staff members, 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 Division Office.
5. The Principal shall 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 Manager of Operations & Facilities shall be responsible, on an annual basis, to discuss safety concerns regarding equipment, school grounds, and school buildings with the Principal or designate.
8. The Principal shall ensure that all student accidents are documented on the Incident/Accident Report form (Appendix) immediately after the accident, and a copy of the report forwarded to the Division Office.
9. The Principal shall ensure that all employee and volunteer accidents are documented on the appropriate forms immediately after the accident, and a copy of the report forwarded to the 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. Parent(s)/guardian(s) 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, as per Administrative Procedure 316 – Administering Medical Treatment to Students.

Reference: Section 11, 33, 52, 53, 196, 197, 222 Education Act  
Emergency Medical Aid Act  
Occupational Health and Safety Act

## Administrative Procedure 311-Appendix

### INCIDENT/ACCIDENT REPORT



Lakeland Catholic Board of Education No. 150  
Conseil des écoles catholiques du Lakeland

4810 - 46 Street, Bonnyville, Alberta T9N 2R2 ☎ Tel: (780) 826-3764 ✉ Fax: (780) 826-7576 🌐 www.lcsd150.ab.ca

## *Incident/Accident Report*

Assumption Jr/Sr High  Notre Dame High  Dr Bernard Brosseau   
St. Dominic  Holy Cross Elementary  Notre Dame Elementary   
Holy Family Catholic

Date: \_\_\_\_\_

The following are the particulars concerning an accident which occurred at the school indicated above:

**Name of student:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Teacher:** \_\_\_\_\_

**Name of parents or guardian:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Particulars of accident, including how it took place, nature of injuries, aid given and names of chief witnesses.**

**a) Date/time when the accident occurred:**

**Parents or Guardians informed?** Yes  No:

**By:** \_\_\_\_\_

**Did student require further medical attention?** Yes  No:

**Report Submitted by:** \_\_\_\_\_  
(Staff Member) (Principal)

**Follow-up Report:**

If medical intervention is required submit a copy to Superintendent. Prepare in duplicate. The original is to be sent to Superintendent on the day of the accident. The other copy retained by the school.

August 12, 2011

(This form is to be emailed to [sslowski@lcsd150.ab.ca](mailto:sslowski@lcsd150.ab.ca))