

Administrative Procedure 3010

Accidents - Students

Board Governance Policy Cross Reference: [1, 12, 13](#)

Administrative Procedures Cross Reference:

[Serious Incident Reporting](#)

[Student Insurance](#)

Form Cross Reference:

[Serious Incident Form](#)

Legal/Regulatory Reference:

[Manitoba School Boards Association School Insurance Program](#)

The Interlake School Division (ISD) is committed to the safety and well-being of all students, staff and visitors to schools in the Division.

The Principal and staff will take every reasonable precaution to prevent accidents or serious incidents stemming from school activities which might result in injury or harm to students, staff, or visitors. All accidents/injuries involving a student on Division property or at school sponsored events not on Division property shall be reported immediately.

A. Accident Response and Reporting – Minor to Moderate Accidents

Minor Accidents Examples: scratch, bruise, scrape, minor cut, minor sprain, etc.

Moderate Accidents Examples: serious cut, more severe sprain, broken finger, etc.

1. Initial Response

Staff and/or administration shall respond as follows:

- The staff member on duty will determine seriousness of injury and administer any required first aid.
- The staff member will seek assistance from another staff member if required (e.g. First Aid Responder).
- The staff member will report the incident to the Principal or designate.

- The Principal or designate will ensure action is taken to remove any conditions on school property that may have contributed to the accident.
- The Principal or designate will ensure that parents/guardians are advised of all accidents involving their child on school property.

2. Minor to Moderate Incidents Requiring Transportation Home

When a student requires transportation home following a minor to moderate incident, the school will first contact the parent/guardian to ensure someone is at home and request that, if possible, the parent/guardian pick up the student. If the parent/guardian is unable to pick up the student, the school will make arrangements to ensure the student is transported home safely. The student will be accompanied by a staff member at all times.

3. Incidents Requiring Additional Medical Treatment

- The school will contact the parent/guardian for direction if the student requires medical treatment in addition to first aid.
- If the parent/guardian cannot be reached, the school will transport the child to hospital. Efforts will continue to contact the parent/guardian.
- A staff member will remain with the student until a parent/guardian arrives.

4. Reporting

For Insurance purposes, within 24 hours:

- Principal or designate must complete an electronic Student Accident Report as soon as possible if there is any possibility of a claim being registered against the Division.
- The electronic Student Accident Report is found on the ISD Safety Site in the Staff Portal on the [ISD website](#).
- Print a copy of the report for school file.
- Submit the report electronically to the [Manitoba School Boards Association School Insurance Program](#).
- Manitoba School Boards Association School Insurance Program will forward the report to Senior Administration.

B. Accident Response and Reporting – Severe Accidents

Severe Accident Examples: injury to eye (something embedded in eye or something that may lead to loss of sight), fractures to major bones (skull, spine, leg, arm, foot, hand), amputation/dismemberment, electrical shock, loss of consciousness/severe concussion, cut or laceration that requires medical treatment at a hospital (stitches), poisoning, asphyxiation, death.

1. Initial Response

Staff and/or administration shall respond as follows:

- The staff member on duty will determine seriousness of injury and administer any required first aid.

- The staff member will seek assistance from another staff member if required (e.g. First Aid Responder).
- The staff member and/or administration will determine whether the injured person should be moved and the method of moving the injured person (carry, ambulance).
- The staff member will make the person as comfortable as possible.
- The staff member will report the incident to the Principal or designate.
- The Principal or designate will ensure action is taken to remove any conditions on school property that may have contributed to the accident.
- The Principal or designate will secure the scene of the accident for investigation.
- The Principal or designate will ensure that parents/guardians are advised of all accidents involving their child on school property.

2. Incidents Requiring Additional Medical Treatment

- The school will contact the parent/guardian for direction if the student requires medical treatment in addition to first aid.
- If the parent/guardian cannot be reached, the school will transport the child to hospital or call an ambulance if required. Efforts will continue to contact the parent/guardian.
- A staff member will remain with the student until a parent/guardian arrives.

3. Reporting

The Principal or designate will immediately contact the Superintendent/CEO or designate and the Safety Advisor. Notification of all severe accidents/incidents involving students connected to student services should also be made to the Student Services Administrator.

The Principal or designate is responsible for completing a [Serious Incident Form](#) and sending it to the Superintendent/CEO or designate as soon as possible after the incident. A Serious Incident Report will be submitted to Manitoba Education by the Superintendent's Department.

For insurance purposes, within 24 hours:

- Principal or designate must complete an electronic Student Accident Report as soon as possible.
- The electronic Student Accident Report is found on the ISD Safety Site in the Staff Portal on the [ISD website](#).
- Print a copy of the report for school use.
- Submit the report electronically to the [Manitoba School Boards Association School Insurance Program](#)
- Manitoba School Boards Association School Insurance Program will forward the report to Senior Administration.