

# SCHOOL DISTRICT 82 (COAST MOUNTAINS)

## Educational Administration

### 2210: Accident Prevention and Safety

#### Policy

Every reasonable step shall be taken to prevent accidents in schools and to ensure that the Board of School Trustees and its employees are not guilty of negligence. Custodians and teachers should be constant and thorough in their attention to equipment and to the buildings and grounds, so that unsafe equipment is not used and unsafe conditions are reported immediately to the principal. The correction of unsafe conditions in buildings or on grounds shall be given immediate priority.

#### Regulations

1. Principals, teachers, and noon hour supervisors shall see that pupils are adequately supervised at all times while they are under school authority. If an accident should occur, the injured person should be treated in accordance with proper principles of first aid.
2. First Aid kits should be checked frequently and replenished when necessary. The school principal should know the qualifications of the school staff in administering first aid.
3. Serious or potentially serious accidents must be reported to the parents or guardian immediately and permission sought to refer the injured student to the family physician or the hospital. Should it be impossible for parents to be contacted, the teacher or school principal must, of necessity, proceed according to their best judgment.
4. Incident reports shall be completed on all incidents occurring on school premises and on field trips on the School Protection Programme "Incident Report" provided by the school board office. Incident reports must be completed in quadruplicate by the teacher, countersigned by the principal, and forwarded to the school board office within 24 hours of the accident. For further directions, please see "Principal's Guide to Schools' Insurance."
5. All students involved in school sponsored curricular or extra-curricular skating or cycling must wear C.S.A. approved helmets.