

FIRST AID, EMERGENCY MEDICAL CARE AND ACCIDENT REPORTS

School personnel have responsibilities in connection with accidents occurring in school that may be classified as follows:

1. Administering first aid
2. Summoning medical assistance
3. Notifying administration
4. Notifying parents
5. Filing accident reports

Teachers must use reasonable judgment in handling accidents. Extreme caution should be exercised not to minimize any accident.

All teachers should make a concerted effort to increase their understanding of proper steps to be taken in the event of an accident. Teachers should also have knowledge of the physical condition of students so that they may be prepared to meet any emergency that may arise.

Regardless of the seriousness of the accident, the teacher or staff person present at the time of the accident will submit an accident report so that the administrators are informed and a basis is established for the proper processing of insurance claims.

The policy on accidents and accident reporting is to be reviewed in September by the principals with their staff at each school.

All accidents judged to be other than minor require that an accident report be completed. If the accident involves the services of a physician and/or is likely to result in an insurance claim, two accident reports are to be prepared: one copy is filed at the school office and once copy to the Hull Public School's insurance agent. If the incident is not one involving a physician and is unlikely to be an insurance case, it will be sufficient to prepare one copy to be filed at the school.

First reading 2015 revision: November 2, 2015

Second reading: December 7, 2015

Third Reading/Adoption: December 14, 2015

Proposed reconsideration: December 2020