



In all cases of serious accidents or illness, the immediate welfare of the students and staff shall be of prime concern. Parents or immediate family shall be contacted immediately. When deemed necessary, the School Principal shall have the authority to call an ambulance to take the student or staff member to the hospital.

An accident report should be made as soon as practicable after an accident occurs. A report must be made in writing for accidents involving physical injury to a person on school premises or while being transported. Reports will be kept in the school and a copy forwarded to the Division Office. The Principal will inform the Division Office if the accident is major.

In the case of a minor accident or illness, first aid shall be given and the person kept under observation. If complications arise, the case shall be treated as serious and the above guidelines followed.

A report should be made on the "Accident Report Form" provided by M.S.I. for all accidents which occur during school activities. The reports shall be kept in the school with a copy forwarded to the Division Office.

Guidelines on classification of accidents/ injuries

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

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

Severe: injury to eye, head, face, back, broken arm/leg etc.