

ACCIDENTS, INCIDENTS and NEAR MISSES

Background

It is the responsibility of the Principal and staff of each site to take every reasonable precaution to prevent accidents, incidents and near misses stemming from school-jurisdiction activities which might result in injury or harm to students, staff or visitors.

If a student is involved in an accident, incidents and near misses, HPSD expects employees to take prudent and appropriate action.

Procedures

1. General

- 1.1 The Principal and Building Manager shall assume direct and continuing responsibility for:
 - 1.1.1 maintenance of safe conditions;
 - 1.1.2 prompt reporting for correction of hazardous conditions and practices affecting persons, activities or facilities under their jurisdiction;
 - 1.1.3 performance of all other specific assigned accident, incident and near miss prevention responsibilities;
 - 1.1.4 maintaining a minimum of two staff members with current first aid training, as per Hour Zero requirements; and
 - 1.1.5 Public School Works reporting, which shall be used anytime a parent is notified, emergency services are called or a student is removed from an activity due to an injury or suspected injury. When in doubt, the Principal shall report an accident, incident or near miss.
- 1.2 Students shall assume direct and continuing responsibility for:
 - 1.2.1 compliance with safety rules and the instructions;
 - 1.2.2 use of all required safety devices, safeguards, and personal protective equipment; and
 - 1.2.3 prompt reporting of all accidents, injuries, hazardous conditions, and hazardous practices.
- 1.3 It is the responsibility of the parents to advise the school of their child's special medical needs, and the procedures to be followed in the event of an emergency.
- 1.4 It is the responsibility of the Principal and Building Manager to ensure that appropriate safety regulations are conveyed to students, parents, staff, and other HPSD personnel. Ideally, this should be done during the first month of each school year.
- 1.5 On becoming aware that an accident involving injury to a pupil or other person has occurred, the Principal or staff member in charge shall:
 - 1.5.1 ascertain the nature and extent of the injury. Teachers are advised to use extreme caution when administering first-aid;
 - 1.5.2 take necessary emergency measures, and contact the parent or guardian to advise them of the nature of the injury and action taken; and
 - 1.5.3 act *in loco parentis* (in the place of a parent) when the parent is unavailable and take such action as is deemed advisable under the circumstances.
- 1.6 When administering care, staff are advised to take standard precautions when coming into contact with any body fluids. Such measures include washing hands, covering any open sores with bandages, use of personal protective equipment (gloves, masks), discarding materials soiled with blood or other body fluids in a sealed plastic bag and cleaning and sanitizing the area following the administration of first aid.

Note: No employee shall offer consent for medical treatment (see Administrative Procedure 315 – Emergency Medical Treatment).

- 1.7 All accidents will be reported on the Public School Works site within 24 hours of the incident taking place.
 - 1.7.1 Any supporting documents will be uploaded as an attachment to the Student Accident Report.
 - 1.7.2 The Principal or Building Manager for each site will review and conclude each report when they deem the matter to be closed and no further follow up is required.

- 1.8 The Safety Officer shall review all accidents, incidents and near misses and follow up as necessary.
- 1.9 The Safety Officer shall present a yearly report on accidents, incidents and near misses to the Joint Worksite Occupational Health and Safety Committee.

References

Education Act, Section 53

Cross Reference

[*Administrative Procedure 318 - Concussions*](#)

[*Administrative Procedure 315 - Emergency Medical Treatment*](#)

[*Public School Works Reporting Website*](#)