

	<b>Lloydminster Catholic School Division – Administrative Procedures</b>	
	<b>AP 315 – Student Injuries At School</b>	
Related LCSDF AP's		
Form(s)	F 315.1 – Concussion Response Tool. F 530.1 – School Incident Report	
References:	<i>The Education Act, 1995</i> sections 87, 175, 231 SHSAA Concussion Protocol December 2016	
Received by the Board: August, 2020		Update: August, 2020

## Background

The Division recognizes the authority accorded by parents/legal guardians of children. The Director therefore directs Principals to ensure satisfactory safe conditions while in the school, on school grounds, and during school related activities away from school and grounds.

In cases of injury or illness which occur to students on school grounds, in the school, traveling to or from school, and/or during authorized school activities, the Director directs the supervising teacher or Principal to act as a responsible guardian and seek immediate treatment. However, personnel should refrain from offering consent for medical treatment of students.

Emergency student transportation authorized by staff members is to be by the safest possible means. The Director, however, acknowledges in emergency situations, quick action may be critical to the health of the child.

## Procedures

1. Principals are responsible to have student injury reporting procedures in place for all staff to implement in regards to injury, illness and/or possible unsafe conditions.
2. In case of emergency, where life may be threatened, the ill or injured individual shall be immediately transported to a hospital by the safest and most expedient method possible.
  - 2.1. Where, in the opinion of the Principal or designate, transportation by ambulance is warranted, transportation shall be arranged immediately to the nearest medical facility.
    - 2.1.1. Ambulance fees are to be paid by the student's family and may be claimed against the student accident insurance held by Lloydminster Catholic School Division. Upon injury the family is to contact the Chief Financial Officer to obtain necessary forms to open a student insurance claim. Claims are to be submitted within 90 days of the injury. Where costs connected with ambulance transportation is not covered by Lloydminster Catholic School Division student accident insurance, they will be assumed by the Division.
  - 2.2. Where, in the opinion of the Parent/Legal Guardian, transportation by ambulance is warranted, transportation shall be arranged immediately to the nearest medical facility.

- 2.2.1. Providing the injury occurred at school or during a school sanctioned event. Ambulance fees are to be paid by the student's family and may be claimed against the student accident insurance held by Lloydminster Catholic School Division. Upon injury the family is to contact the Chief Financial Officer to obtain necessary forms to open a student insurance claim. Claims are to be submitted within 90 days of the injury. Where costs connected with ambulance transportation is not covered by Lloydminster Catholic School Division student accident insurance, they will be assumed by the Parent/Legal Guardian and may be claimed under the Parent/Legal Guardians private insurance.
- 2.3. Where, in the opinion of the Principal or designate, transportation by private vehicle is warranted, the Principal and any additional staff shall either provide transportation to the nearest medical facility or (time permitting) contact the parent to provide transportation.
3. In cases of emergencies, a parent or the emergency contact of a student shall be notified immediately and asked to go to the hospital to assume responsibility for the student.
4. A school division employee may take a student to the hospital for treatment. Employees are not required by the medical facility or health provider to authorize or give permission for treatment. The hospital is responsible to pursue consent from the parent for further treatment when necessary.
5. If a student has had a serious injury that is not immediately life threatening, consultation with a qualified/certified first aid individual or doctor is to occur prior to moving the student.
6. In other injury or illness cases, the parent of a student will be contacted and requested to take the student home.
7. If the injury includes a direct blow to the head, face or neck or blow to the body that transmits force to the head (where a possible concussion may have occurred), the staff member may complete Form 315-1 Concussion Response Tool.
8. If there is no telephone or if the emergency contacts or parents cannot come to the school, a responsible person is to be contacted and requested to escort the student home, provided the parent or guardian is at home to receive the child.
9. All student accidents requiring medical attention (ie. injury requiring medical care by health professional) must be reported to the Principal as soon as there is evidence of such an accident. The Principal is to report this accident to the Chief Financial Officer immediately by phone and/or e-mail and submit an electronic version of the prescribed form supplied by the Insurance Office file (Form 530-1). <https://www.opticrisk.com/SSBA/forms/AccidentIntake.aspx>
10. Lloydminster Catholic School Division carries Student Accident Insurance in the event a child is injured at school or while on a school event or activity.