



CALGARY BOARD OF EDUCATION

Administrative Regulation 3076 - Safety: Accidents in Schools

Every reasonable step shall be taken to prevent accidents in schools and to ensure that the Board and its employees are not guilty of negligence. Caretakers 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 that unsafe conditions are immediately reported. The correction of unsafe conditions in buildings or on grounds shall be given immediate priority by the Building Department. Principals and teachers shall see that pupils in the school and on the grounds 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. Without prejudice to its position with regard to liability for the accident, the Board authorizes the provision of suitable transportation home or to the hospital as judged necessary by the principal.

A. GENERAL

1. It shall be the responsibility of the principal and staff to take every reasonable precaution to prevent all accidents stemming from school-jurisdiction activities which might result in:
 - a. injury or harm to teachers, students or visitors,
 - b. work interruptions, or
 - c. damage to property, equipment or materials.
2. To achieve these objectives, the school staff shall assume direct continuing responsibility for:
 - a. active participation in the district and school accident prevention program;
 - b. maintenance of safe conditions;
 - c. prompt reporting and correction of hazardous conditions and practices affecting persons, activities or facilities under their jurisdiction; and,
 - d. performance of all other specific assigned accident prevention responsibilities.
3. Students shall assume the direct continuing responsibility for:
 - a. compliance with safety rules and the instructions of teachers;

- b. use of all required safety devices, safeguards, and personal protective equipment; and
 - c. prompt reporting of all accidents, injuries, hazardous conditions, and hazardous practices.
4. It shall be the responsibility of the school principal to take all reasonable steps to ensure that all school staff are aware of Regulation 3076, and the parents are advised of their responsibility under section A(5) this regulation. Ideally, this should be undertaken during the first month of each school year.
5. It shall be the responsibility of the parents to advise the school of medical problems with their child and procedures to be followed in case of an emergency situation.

B. SPECIFIC

1. Principals and teachers are responsible for ensuring that, through effective supervision of pupils during the school day, accidents are reduced to a minimum.
2. On becoming aware that an accident involving injury to a pupil or other person has occurred, the teacher or principal in charge becomes responsible for taking the necessary immediate steps in dealing with the victim of the accident:
- a. the nature and extent of the injury must be ascertained. Bleeding should be controlled. The school nurse, if available, or some other staff member trained in first aid should be summoned; if no one with such training is available, the principal or teacher in charge must take what action seems necessary.
 - b. if there is any doubt at all about the extent of the injury, especially if the injury seems serious or if internal injury, or fracture of the skull, spine or leg is suspected, the patient should not be moved, but should be made as comfortable as possible and kept warm until expert assistance is secured.

In every such case, an ambulance should be immediately summoned to transport the victim to hospital for emergency treatment.

When the necessary emergency measures have been taken, the parent should be contacted and advised of the steps taken and asked to get in touch with the family physician.

It will be helpful to know how the accident occurred as this will enable a fairly accurate judgement of the probable injury; for example, a kick in the groin or in the area of the kidneys may not result in much external evidence of damage and yet cause considerable internal injury.

- c. if the injury appears to be minor and the patient is able to walk or can be safely carried, the patient should be taken to the Medical Inspection Room

and made as comfortable as possible. Additional first aid measures may be taken here.

The parent or guardian should then be telephoned and fully apprised of the situation, and subsequent action taken in accordance with their wishes. The pupil can be transported by taxi or private automobile either to the residence or to the hospital.

3. The teacher or principal in charge at the time is responsible for deciding whether the emergency treatment indicated in 2(b) is necessary or the injury is relatively minor and immediate treatment is not urgently required. In making this judgement, it is better "to be safe than to be sorry"; that is, to treat one or two minor cases as emergencies rather than to overlook something potentially serious. A safe rule to follow is: "If you are not sure that the injury is a minor one in which a delay in treatment is unimportant, for example, the setting of a fracture in the forearm, TREAT THE CASE AS AN EMERGENCY AND ACT IN ACCORDANCE WITH 2(b)."
4. The Calgary Board of Education will pay the expense involved in the proper transportation of the injured person to home or hospital.
5. Within twenty-four hours after its occurrence, the principal shall send a report of the accident to the Director of Corporate and Legal Affairs, giving complete details of the accident and the names of available witnesses, and indicating if transportation by taxicab or ambulance was required.
6. Transportation, either by ambulance or taxicab, of pupils who become ill in the school is authorized if, in the opinion of the principal, the situation warrants such action.
7. The taxicab company or the ambulance company should be asked to submit the account to the Calgary Board of Education, the principal signing any receipt for the service that may be required.

Re-issued: February 15, 2003
1st Amendment: May 13, 2003
2nd Amendment: February 13, 2008

References

**Administrative
Regulations:**

- 1004.1 - Duties and Responsibilities of Principals
- 1004.6 - Duties and Responsibilities of Teachers
- 1004.8 - Duties and Responsibilities of Caretakers
- 1029 - Operation of Schools
- 3052 – Career Technology Studies, Fine and Performing Arts and Integrated Occupational Programs
- 6009 - School Safety Patrols