

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION:	100 – GENERAL ADMINISTRATION	CODE:	AP 555
PROCEDURE:	BUS AND AUTO ACCIDENTS		

BACKGROUND

The purpose of this procedure is to provide a standardized approach in the management of accidents and emergency care appropriate for the incident.

PROCEDURES

1. Staff Response

1.1 Precautionary Measures Before Leaving Division

- 1.1.1 School buses and fifteen passenger vans, by law, are required to carry first aid kits. Check to see if it is in place.
- 1.1.2 Take along, in all automobiles, a first aid kit on all field trips.
- 1.1.3 For out-of-town trips take a copy of the school directory. The directory includes student home telephone numbers, names of parents, parent's work telephone, home address, and any health or medical information.
- 1.1.4 The school directory is to include a list of emergency phone numbers at the front of the directory (Principal, ambulance, hospital and RCMP).
- 1.1.5 Follow Division procedures for field trips.

1.2 In the Event of an Accident

- 1.2.1 Remain calm. Attend to the immediate physical and emotional needs of students.
- 1.2.2 If threat of fire exists, move children to a safe place.
- 1.2.3 Secure emergency services (police, ambulance, fire services) as may be required in the circumstances and begin administration of first aid. In the interest of the health and safety of students, drivers are to err on the side of caution when deciding when to request ambulance or other medical services.
- 1.2.4 Notify Principal.
- 1.2.5 Obtain the license plate number of other vehicles involved and the names of the operators of such vehicles. Provide this information to the law enforcement officers and Principal.
- 1.2.6 Inspect the school vehicle to assess its condition, and to determine whether it is in safe mechanical condition.
- 1.2.7 Do not issue statements to the press. Refer press to the Director.

1.2.8 Upon return to the school complete a student accident form.

2. Administrators and/or Response Team

- 2.1 Where practical, Principal and other key personnel report to the scene of the accident.
- 2.2 Find details from the RCMP and staff member.
- 2.3 Except in the case of minor accidents which do not involve any risk of injury to students, the Principal must ensure that the parent(s) of each student involved in a school vehicle accident are, as soon as possible on the day of the accident, notified of the accident and advised to consider having the student examined by a medical practitioner.
- 2.4 Contact the Director.
- 2.5 Prepare a written statement for staff to read to students at school and send to parents/guardians describing the facts known at the time and procedures for accessing support as needed.
- 2.6 Principal work with the crisis team to initiate grief counselling plan as determined by need and severity of the situation.
- 2.7 Complete an incident report and file in Principal's office.
- 2.8 Debrief with crisis response team and staff.

Reference: Sections 85, 87, 108, 109, 110, 194, 195, 196, 197 Education Act
Traffic Safety Act

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