



## **EMERGENCY PROCEDURES**

**Approved by  
Sk'elep School BoG  
November 25, 2004**

## SK'ELEP SCHOOL OF EXCELLENCE POLICY

**Reference Topic: Accidents**  
**Reference No: Disk 1**

**Effective Date: November 25, 2004**

### **Emergency Procedures For Accidents**

#### **Policy Statement/Goals**

It is the policy of the Board that students who are involved in an accident at school should receive the care and attention that would be given by a prudent parent or guardian.

The Board has developed this policy to ensure that proper emergency measures are in place for the health and protection of the students and staff of Sk'elep School. In the event of an accident i.e. any case where a child has suffered an injury which requires treatment or complications are possible, the following procedure will be put into action.

#### **Emergency Procedure for Accidents**

1. The School will notify the parent or guardian as quickly as possible.
2. Any immediate first aid will be given by a qualified member of the staff, the School nurse, or the KIB Community Health Representative (CHR).
3. Either School Staff or the Ambulance will be used to transport the child, if necessary, to: the family physician or the Emergency Department of Royal Inland Hospital in Kamloops.
4. The family physician should be contacted if the parent or guardian is not available.
5. Accident reports must be filled out in each case by the staff member(s) who observed or reported the accident. Copies of report must be submitted to the Principal. (copy of form attached)

#### **Emergency Phone Numbers**

The following Emergency Phone Numbers should be available to all staff members and should be visibly posted in the School Office, the gymnasium, the staff room, and anywhere that there is a telephone in the School.

- Fire Department or Ambulance (Kamloops) 9-1-1
- Help Line (24-hour Nurse Assistance) 1-866-215-4700
- T'Kumlups Satellite RCMP Office 314-1800
- Poison Control Centre 1-800-567-8911

#### **Parent Consent**

A form must be filled out by each parent or guardian giving their consent for the School to take these emergency measures in the event that their child is involved in an accident.