

ACCIDENTS – AT SCHOOL/OFF CAMPUS
ACCIDENTS – AT SCHOOL
(Priority 2)

STEPS OF ACTION:

TEACHER/STAFF:

NOTIFY office.

STAY with injured. **KEEP** the student still, comfortable and reassured.

When in doubt, DO NOT MOVE an injured student.

APPLY first aid and life-sustaining techniques.

OFFICE:

CALL 911 if necessary.

SEND trained personnel to site for first aid.

NOTIFY numbers listed on the emergency card (Parent/Guardian/Spouse).

COMPLETE Accident Report located in office.