

Safety and Emergency Measures 10120 Responding to Accidents	Administrative Application	
	Last Reviewed / Approved on:	February 20, 2026
	References:	School Incident Report Form Policy 12 – Role of the Director
	Status:	Operational

Preamble

The Regina Catholic School Division (RCSD) takes all necessary steps to ensure that all persons are safe, in the event that an accident does occur, the following steps are to be followed:

Application

1. In the event of an accident, the principal or teacher in charge becomes responsible for taking the necessary immediate steps in dealing with the injured student:
 - a. The nature and extent of the injury must be ascertained. The staff member trained in first aid should be summoned. If no person with such training is available, the principal or teacher in charge must take whatever action is deemed necessary.
 - b. If there is any doubt at all about the extent of the injury (especially if the injury seems serious or internal), the injured student should not be moved. The injured student should instead be made as comfortable as possible and kept warm until expert assistance is secured.
 - i. Where serious injury is suspected, an ambulance should be summoned immediately to transport the injured student to hospital for treatment.
 - ii. After emergency measures have been completed, the parent(s) of the injured student should be advised of the steps taken.
 - c. If the injury appears to be minor (in making judgments about the extent of injury, it is better to err on the side of caution), and the injured person is able to walk or can be safely carried, the injured student should be taken to an appropriate room in the school and made as comfortable as possible.
 - d. The parent(s) of the injured student should be contacted and fully apprised of the situation. Any subsequent action should be discussed with the parent(s) of the injured student.
2. Students who become ill or receive a minor injury at school must not be sent home or to place of care unless the parent(s) have been contacted and have given their consent. It is also good practice to have either a staff member or another student (with parental

consent) accompanies these students' home or to place of care. Arrangements should be made to ensure confirmation of each student's safe arrival at home or place of care.

3. Within 24 hours of the occurrence of an accident to a student or staff member, the principal shall provide a report of the accident to the appropriate superintendent.

Forms:

Please, review the information in the [Business & Finance Staff Portal](#) under Insurance. Complete the [School Incident Report Form](#) for insurance purposes (staff access only).