How to Report Injuries (Students & Non-Employee Adults)

School District No. 71 (Comox Valley)

If a student or non-employee adult is injured in the course of school:

All Injuries:

- Regardless of injury, all injuries are reported to first aid attendant promptly;
- First aid attendant completes **First Aid Record (Form 55B23)** found at http://www.sd71.bc.ca/hs/forms/55B23.pdf and retains it in a confidential first aid record binder (separate binder from employee injuries);
- Follow steps in appropriate column below

An incident requiring first aid only does not fall under the steps of medical services. Medical services refers to doctor visits as well as physiotherapy, chiropractor, x-ray, massage therapy (which must be preceded by a doctor's visit). If a violent incident, please refer to the Workplace Violence Incident Report and Investigation Flowchart.

If no medical services received (ie. first aid only):

Injured person does not receive medical services beyond first aid.

Documentation ends. The only exception is noted below.

Exception: If the injured person subsequently receives medical services for the incident, then follow steps for medical services received.

If medical services received or if a head injury:

Injured person receives medical services.

First aid attendant informs school administration of injury.

First aid attendant completes School Protection Incident Report and sends a scanned copy to Paul Berry, District Principal, Health and Safety.

If requested, Supervisor completes **Incident/Near Miss Investigation Report** (SD71.bc.ca ➔Staff➔District Health and Safety).

(rev. May 27/16)