



INJURY REPORTING POLICY

Policy Objectives

Injuries may happen while in school. CanAsia wishes to inform the parents in due time about any incident or injury in school. This will promote access to healthcare and enhance healthy school environment.

Role of Principal or Principal's Delegate or Vice-Principal

Whenever, the Principal or Principal's delegate or Vice-Principal is notified by the teacher of any injury or incident, he/she will do the following:

1. Assess the situation and injury.
2. Call 911 if required.
3. Apply first aid until the help arrives.
4. Call Parents and inform them about the situation.

Role of Class Teacher

Upon witnessing any injury or incidence in class, during school hour, in gym or recess, the teacher will do the following:

1. Apply the required first aid.
2. Inform the Principal or Principal's delegate or Vice-Principal.
3. Write an injury or incident report.
4. Provide a copy of the report to Principal or Principal's delegate or Vice-Principal.
5. Provide a copy of the report to parents via email.

Role of the Parents

If the parents are notified by the school of any injury or incident, the parents are expected to do the following:

1. Arrive in school to pick up the child, if necessary.
2. Get medical help from family doctor, if necessary.
3. Inform the school of any precautions, if required.
4. Parents will bear the expenses should an ambulance is called if deemed necessary.

If a parent is not informed by the school of any injury or incident, and the child narrates one at home, parents must connect with school to confirm. Sometimes the injury or incident might happen after school hours, during commute in school bus or van. The priority will be to keep the child in good health. Afterwards, school will investigate the matter and provide a resolution to the parents. Parents must remain respectful to school staff while investigation is underway.