

UTAH SCHOOLS FOR THE DEAF AND THE BLIND

ACCIDENT PROCEDURE

1 PHILOSOPHY

It is the intent of the Utah Schools for the Deaf and the Blind to promote optimal health and safety for the students and staff. In-service education, training and certification are provided by the health team to first prevent accidents and then if needed, to recognize and provide needed emergency care. Networking and coordinating with the community, families, school staff, counseling services, and transportation will work together to accomplish these goals.

2 PURPOSE

To facilitate student and staff achievement and success, a healthy and safe environment must be maintained. Through education and training, services can then be provided to give emergency care, correct hazards, activate a crisis intervention plan and make adaptations for students with special needs.

3 DEFINITION

Any unexpected or unplanned event that may result in death, injury, property damage, or a combination of serious effects.

4 PROCEDURE

Protect yourself by following the school's blood borne pathogen safety guidelines.

STUDENT:

- 4.1 When an accident occurs, stay calm and follow the procedures listed below:
- 4.2 If life threatening, i.e. breathing has stopped, severe bleeding, unconsciousness, yell for help and call 911.
- 4.3 If breathing has stopped, and no pulse, start CPR (if certified).
- 4.4 If severe bleeding, apply pressure.
- 4.5 For minor injuries i.e. bumps, bruises, scrapes, provide first aid as needed (cold pack, cleanse, dressings).

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- 4.6 Contact director/principal or designee or call names on the emergency phone list until someone on the administrative staff is contacted.
- 4.7 Contact assigned school nurse if applicable.
- 4.8 After the emergency has passed, write a detailed account of the incident and fill out an accident/incident report form within 24 hours.

STAFF:

- 4.9 If a staff member is injured, administer first aid. If life threatening, call 911, then follow the above procedures.
- 4.10 Contact a relative or friend of the injured staff member if needed.
- 4.11 Write an account of the incident, fill out the required Human Resource report form, it is recommended it be submitted within 24 hours, then follow Workmen's Compensation procedures.

Title: ACCIDENT POLICY	
Authority: Administrative Staff Institutional Council	Effective Date: 12/03/97 Revised: 10/09/96 12/16/97 01/14/98