



## AP 317 – ACCIDENTS: SCHOOL REPORTING

### BACKGROUND

---

Principals are required to report accidents resulting in injuries to students, staff and others, which require medical attention and, occur in the school, on the school grounds, and/or during authorized school division activities, and travelling directly to and from school, in accordance with these procedures.

### PROCEDURES

---

1. Within three school days of learning about the occurrence of an accident resulting in injury, the principal shall prepare a report of such accident occurring in the school, on the school grounds, or during activities organized or authorized by the school. The report shall be submitted on the incident report form available online and shall include all details of the accident.
2. The principal shall retain a copy of the incident report form for the school until the end of the current school year.
3. Electronic copies of the report are retained by the school division. Schools are not to contact the insurance provider directly.

Reference: Section 85(1), The Education Act  
Date Last Revised: February 10, 2020