

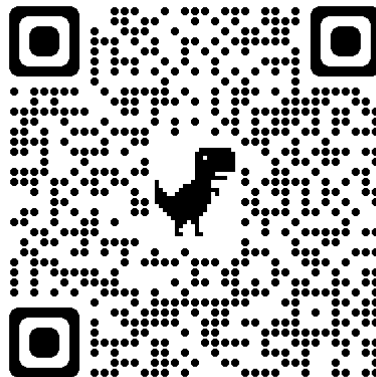
## Seek or administer First Aid treatment

- First aid kits and epi-pens are located in the office area
- The AED is located near the gym
- If unconscious for any amount of time, breathing is compromised, or there is uncontrolled bleeding, keep them comfortable and call 911 for an ambulance.
  - Have the building address ready

## A STUDENT is injured... What do I do?

Student incidents need to be reported within 24 hours when students are injured on division property or under the care of division staff including field trips, extracurricular games and practices.

1. Notify Principal, or Assistant Principal, as soon as possible.
2. Report online – Public School Works (PSWs) – My Safety Portal – Student Accident Management - <https://www.lrsd.ca/our-division/departments/health-safety>
3. Or, if no access to PSWs, use this link <https://forms.gle/54RkbFwV5zf9nf9Y8> or QR Code



## STAFF is injured while at work... What do they do?

If an employee seeks medical attention because of an incident that occurred on Division property or while doing Division business, the incident **MUST** be reported. If in doubt, report.

**NOTE:** If the incident results in being admitted to a hospital or death, call the Superintendent and leave the area undisturbed as the incident will need to be reported and investigated by Alberta Labor.

1. Notify Principal, or Assistant Principal, as soon as possible.
2. Report online – Public School Works – My Safety Portal – Staff Accident Management within 24 hours <https://www.lrsd.ca/our-division/departments/health-safety>

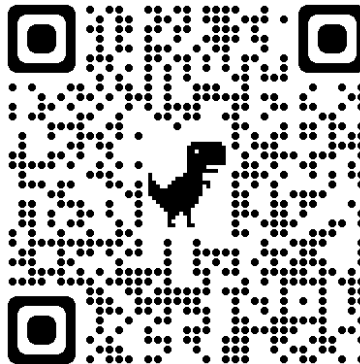
***If in doubt, report the incident***

A SUB, CONTRACTOR, VOLUNTEER, OR MEMBER OF THE PUBLIC  
is injured on Division property or  
while doing Division business.... What do I do?

Contact a family member if possible. Report within 24 hours of incident.

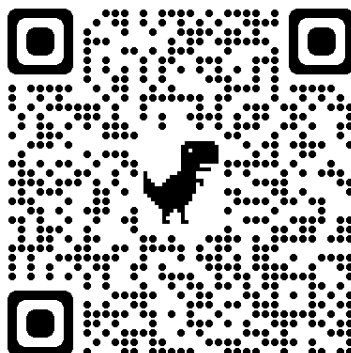
If the incident may involve someone being admitted to a hospital:

- Call Greg Gorzitz at 403-625-0868 or Laura Stocker at 403-394-8857
  - Leave the area undisturbed as the incident will need to be reported and investigated by Alberta Labor.
1. Notify Principal, or Assistant Principal, as soon as possible.
  2. Complete the LRSD Sub, Contractor, Volunteer, or Member of the Public Incident Report using this link - <https://forms.gle/xzMJxVbqthi6VULQ7> or QR Code



Near Miss or Property Damage... What do I do?

Report using the following  
QR Code



***If in doubt, report the incident***

\*Forms available on the Health and Safety Portal of the Staff Intranet. Updated: August 2022