**Minor Incidents or Accidents**

1. For minor accidents (i.e. scraped knee, sore throat, nose bleed, paper cut)
	1. Students should wash their injured location with water and/or soap.
	2. Per accident/sickness, PF and staff should follow basic first-aid. procedures:
		1. Provide student Band-Aid to self-apply. If needing support, staff must wear gloves.
		2. Provide ice-pack.
	3. Communicate accident or sickness with parents/guardians and document using the *Injury/illness communication log.* (PF web page)
	4. Discuss with administrator if and when they should be notified of minor incidents.

**Major Incidents or Accidents**

1. For major incidents/accidents (i.e, broken bones, head, or arm injuries)
	1. Staff ensures student is safe while parents/guardians are notified immediately of the incident.
	2. Dependent on level of injury:
		1. Provide Band-Aid.
		2. Provide ice-packs.
		3. Stabilize injury.
		4. 911 might be called.
	3. Notify Administrator(s) of accident/incident
	4. Within 24 hours of the accident/incident, an electronic incident report should be submitted.
		1. There is an opportunity to input the Administrator’s email address in the form.
		2. Upon submittal, your administrator(s), and Risk Management are both notified.
	5. Communication to parents/guardians is documented using the *Injury/illness communication log.* (PF web page)