



School Laboratory Accident Response Policy

Purpose

This policy outlines the procedures for responding to accidents that occur in school laboratories. It ensures the safety of students and staff, efficient handling of incidents, and proper documentation and follow-up.

Scope

This policy applies to all students, faculty, staff, and visitors present in any school laboratory. It covers chemical spills, fires, burns, cuts, lacerations, and other lab-related accidents.

1. Immediate Response

1.1 Accident Occurs

- Any person involved in or witnessing an accident must **immediately assess the situation** and take steps to protect themselves and others.

1.2 Assess the Situation

- Determine the severity of the incident.
 - **Minor Accidents:** Can be managed with first aid and minor interventions.
 - **Major Accidents:** Require emergency services and potential evacuation.

2. Ensuring Safety

2.1 Evacuate and Isolate

- If necessary, evacuate the lab immediately, using the nearest exits, and follow established evacuation routes.

- Isolate any hazards (e.g., shut off gas lines, close doors) only if it can be done safely.

2.2 Alert Supervisors

- Notify the **supervising teacher** or **lab technician** immediately.
- If necessary, **contact emergency services** (911 or local emergency number) and provide a clear description of the situation.

3. Administering First Aid

3.1 Chemical Exposure

- **Skin Contact:** Flush the affected area with water for 15 minutes. Remove contaminated clothing and seek medical assistance.
- **Eye Contact:** Use an eyewash station to flush eyes for 15 minutes and seek immediate medical help.
- **Inhalation:** Move the person to fresh air, administer oxygen if available, and seek medical attention.

3.2 Burns

- **Minor Burns:** Cool the burn under cold running water for at least 10 minutes and apply a sterile dressing.
- **Severe Burns:** Do not remove clothing stuck to the burn. Cover with a clean cloth and seek medical assistance immediately.

3.3 Cuts and Lacerations

- **Minor Cuts:** Clean with water, apply antiseptic, and cover with a sterile bandage.
- **Severe Cuts:** Apply pressure to control bleeding and seek medical attention immediately.

3.4 Fire

- **Small Fires:** Use a fire extinguisher if trained and safe to do so.
- **Clothing Fire:** "Stop, drop, and roll" to extinguish flames. Use a fire blanket if available.

4. Containment and Cleanup

4.1 Chemical Spills

- Use appropriate **spill kits** for small spills. Contain large spills, evacuate the area, and wait for trained personnel.

4.2 Broken Glass

- Use brooms or dustpans to sweep up glass. Dispose of in sharps containers.

4.3 Biohazardous Materials

- Handle biological spills using proper **biohazard protocols** and dispose of waste in appropriate containers.

5. Reporting and Documentation

5.1 Incident Reporting

- All accidents, regardless of severity, must be reported to the school administration.
- **Complete an accident report form** with all necessary details (time, location, nature of the accident, actions taken).

5.2 Investigation and Review

- The school administration will conduct an **incident review** to determine causes and propose preventive measures for the future.

6. Follow-up and Review

6.1 Follow-up with Affected Individuals

- Ensure proper medical attention is provided and arrange for follow-up care if necessary.
- The school counselor or health team should provide emotional support to those affected by the incident.

6.2 Policy Review

- Regularly review this policy to ensure it is up to date with current safety standards.
- Conduct **emergency drills** and ensure all students and staff are aware of this policy and trained in emergency response.

7. Roles and Responsibilities

7.1 Supervising Teacher or Lab Technician

- Ensure that all lab users are familiar with safety equipment and emergency procedures.
- Oversee the immediate response, including evacuation, containment, and first aid.

7.2 School Nurse

- Provide first aid and assess the severity of injuries. Coordinate transportation to the hospital if needed.

7.3 School Administration

- Ensure that all safety equipment (e.g., fire extinguishers, eyewash stations) is maintained.
- Review and update this policy annually.

7.4 Students and Staff

- Follow all safety instructions provided in the lab.
- Report any unsafe conditions or accidents immediately to the supervising teacher.

Steps for incidents incurred during Labs

1. Accident Occurs

2. Assess the Situation

- Determine severity (Minor or Severe)

3. Ensure Safety

- Evacuate area if necessary
- Isolate hazard

4. Alert

- Notify supervising teacher or lab technician
- Call emergency services if needed

5. First Aid

- Chemical Exposure
- Burns
- Cuts or Lacerations
- Fire

6. Containment and Cleanup

- **Chemical Spills**
- **Broken Glass**
- **Biohazardous Materials**

7. Reporting and Documentation

- **Report the incident**
- **Fill out accident report form**

8. Follow-up and Review

- **Conduct incident review**
- **Provide support to affected individuals**

Communication

- Homeroom meetings with students
- Student orientation
- Parents' Orientation

Policy Review Cycle

- This policy will be reviewed once every three years.
- This policy was last reviewed by RDOC in January 2025.