

# Best Practice: How to prepare in case of an accident in school

**Follow prevailing national and district manuals, regulations, guidance and manuals.**

- **(MBSSE must ensure that these and other necessary information is available at all schools at all times)**
  - Have a plan and phone/contact numbers accessible in the school office, preferably on the wall.
  - Always have a complete first aid kit available at the school and staff trained in first aid.
  - If minor accident, apply first aid.
  - If major accident, apply first aid, call the ambulance and refer to a hospital or health centre.
  - Inform parents or care giver for pupils.
  - Inform spouse and family members for teachers.
  - In case of a serious accident, ensure to inform TSC, NASSIT, Office of National Security and the Ministry of Labour after the event.
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Revision #3

Created Thu, Mar 19, 2020 4:27 PM by [Admin](#)

Updated Mon, Apr 6, 2020 10:53 AM by [Admin](#)