



PROCEDURE

HR-120

STUDENT AND VISITOR INJURIES/ACCIDENTS

Superintendent Responsible: Superintendent of Education: Human Resources	Initial Effective Date: 2020/01/27
Last Updated: 2020/01/27	Next Review Date: 2023/11/20

Purpose:

The following procedures outline the steps to take when a student or visitor is injured on Grand Erie District School Board (Grand Erie) schools or facilities or while involved in a Grand Erie sanctioned activity.

Guiding Principles:

1.0 Initial Response to all Injuries

- 1.1 Administer first aid. Each school and worksite have employees who have received first aid training. If may be necessary to disturb the accident site to administer first aid or to prevent further injury or damage.
- 1.2 If necessary, call for an ambulance (911) or arrange for the injured person to be transported to the hospital or a doctor. The Administrator or Teacher Designate is responsible for ensuring that appropriate measures are taken. Please follow Risk Management Advisory – Transportation Students for Medical Attention
- 1.3 Notify the parents/caregivers or emergency contact, whichever is applicable.
- 1.4 For a serious injury, do not disturb the accident site until the OSBIE adjuster has seen the site and conducted an investigation.
- 1.5 For a critical injury or death, do not disturb the accident site until the OSBIE adjuster, as well as the Ministry of Labour (MOL) Inspector and/or the Joint Occupational Health and Safety Committee (JOHSC) Certified members have seen the site and conducted an investigation.

2.0 Reporting a Serious Injury, Critical Injury or Death

- 2.1 Reporting a Serious Injury
 - 2.1.1 The accident is to be reported immediately to Administrator or teacher designate.
 - 2.1.2 The Administrator or teacher designate must notify immediately the following:
 - 2.1.3 Superintendent or the Director of Education (who will contact the Manager of Communications and Community Relations as deemed necessary)
 - 2.1.4 Superintendent of Business (519-756-6306, Ext. 281142 or 281134),
 - 2.1.5 OSBIE (Ontario School Boards' Insurance Exchange, Claims Dept.) 1-800-668-6724, after the initial steps have been taken.
 - 2.1.6 In the event of an injury which may have resulted from a criminal offense, the Administrator or teacher designate must also contact the police.
 - 2.1.7 The Administrator or teacher designate will investigate the circumstances and will take action as required. The Administrator or teacher designate must complete an "Incident Report" (see 4.0), within 24 hours of the incident. Any updated reports on the injury must be sent to OSBIE by logging on to the OSBIE website, go to create a new incident form and go to UPDATE INJURY. Please indicate who the update is being reported by.

- 2.1.8 In the event of a serious injury occurring after hours or on a weekend, contact numbers for Grand Erie employees and for OSBIE will be announced by the auto-attendant when calling either organization.
- 2.1.9 In the event of a head injury of student losing consciousness due to a suspected head injury, please refer to Student Concussion and Head Injury Policy SO-28.

3.0 Reporting a Critical Injury or Death

- 3.1 The accident is to be reported immediately to the Administrator.
- 3.2 The Administrator must notify immediately the following:
 - Their Superintendent or the Director of Education (who will contact the Manager of Communications and Community Relations as necessary)
 - Superintendent of Business (519-756-6306, Ext. 281142 or 281134)
 - OSBIE (Ontario School Boards' Insurance Exchange, Claims Dept.) 1-800-668-6724, after the initial steps have been taken
 - Health and Safety Officer: 519-756-6306, x- 281165 or cell 226-934-4694 (if unable to reach then contact the Division Manager of Operations/Health and Safety 519-756-6301 ext. 281136 or cell 519-718-0215)
 - Health and Safety Site Representative
 - Trade Union(s), if necessary
 - CUPE Local 5100: 226-250-3105 fax 226-250-3106
 - GEETF: 519-753-9291; Fax: 519-753-1970
 - OSSTF District 23: 519-426-8545; Fax: 519-426-0214
- 3.3 The Health and Safety Office shall inform the following:
 - Ministry of Labour 1-877-202-0008
 - JOHSC co-chair – Up to date directory can be found in the employee portal under Health and Safety/Information and Documentation

NOTE: If the Administrator is unable to contact the Health and Safety Office immediately, then they MUST contact the MOL and JOHSC Co-chairs as well. Updated directories are posted on the employee portal under Health and Safety department tab.

- 3.4 The Administrator must ensure that that Health and Safety Department is informed of the incident and will assist as needed in the completion of an internal investigation. The Health and Safety Department will ensure that the investigation is conducted in consultation with JOHSC Certified members, within 48 hours after the occurrence. Healthy and Safety Employee will complete a written report of the circumstances of the occurrence containing such information and particulars as the regulations prescribe. Health and Safety employee will ensure a copy of the report is submitted to the Ministry of Labour and a copy provided to the Administrator.
- 3.5 The Director of Education or designate will notify the family of a student or visitor suffering a fatality while on Grand Erie property.
- 3.6 Reporting Injuries other than Serious Injuries, Critical Injuries or Death
 - 3.6.1 Injuries should be reported to the Administrator, teacher-in-charge, or designate the same day.
 - 3.6.2 Definitions of Serious and Critical Injuries are found in Section 1.
 - 3.6.3 The Administrator, teacher-in-charge or designate must complete an Incident Report Form (see 4.0) within 24 hours of the incident. Any updated information on the injury must be sent to OSBIE by logging on to the OSBIE website, go to create a new incident form and go to UPDATE INJURY. Please indicate who the update is being reported by.

4.0 Incident Reporting

- 4.1 School employees are required to complete the electronic Incident Form that is located on the OSBIE website, www.osbie.on.ca
- 4.2 Login: SG223

4.3 Password: granderie

Video Resources: Incident Reporting Basics and Frequently Asked Questions
This presentation is dedicated to reviewing the reporting basics and answering the most frequently asked questions including updating all OSBIE incident reports.

Watch the YouTube video here: <http://youtu.be/5EWfGmxLzr8>

4.4 When access to the OSBIE website is not possible due to technical or electrical disruptions or, during extended field trips, the OSBIE Incident Report form can be completed once service has been restored or the next available day. With the exception of Critical Injuries or Death – please call OSBIE (Ontario School Boards' Insurance Exchange), Claims Dept. 1-800-668-6724 as soon as possible.

4.5 Consider accommodation support for those with barriers to ensure that all users can enter and record information into the OSBIE portal as required. This may include audio, visual, interpretation, or any other assistance that may be required to complete information.

4.6 Incident Reports should not be retained at the school level. OSBIE retains all records through their data base. Please follow the Risk Management Advisory Retention of Incident Reports.

5.0 The Ontario School Boards' Insurance Exchange (OSBIE) Incident Reporting

5.1 The following are excerpts from the "Claims Handling Procedures: as outlined by OSBIE:

5.1.1 Reporting

Administrator must complete an "incident" report on any matter which gives rise to injury requiring medical attention or dental attention, to a student or visitor to the Grand Erie school or facility. It is in the best interest of Grand Erie employees to report all incidents requiring medical attention, and any incidents which may lead to a claim so that OSBIE will be able to react to a claim which might be initiated several years after an incident has occurred. Complete documentation will enable OSBIE to defend employees of Grand Erie and provide valid risk management advice to control costs.

5.1.2 Investigations

Based on the details provided on the reporting forms to OSBIE by the Grand Erie, the Claims Examiner will determine an appropriate course of action. If the incident has the potential to develop into a serious claim, an adjuster will be appointed to investigate the incident. OSBIE will inform the office of the Superintendent of Business if an investigation is necessary and the office of the Superintendent of Business will then inform the Administrator. The Administrator should instruct employees to co-operate with OSBIE and its representatives during an investigation and to refrain from providing information to any other parties (except police) not acting on behalf of OSBIE.

5.1.3 Legal Notices

Should an Administrator(s), or employee receive any legal communication, they must call the office of the Superintendent of Business immediately to advise of the situation. Where the communication is in the form of a lawyer's letter, Statement of Claim or other legal document, the original copy of the document must be delivered to the office of the Superintendent of Business as soon as possible on the day it is received. Grand Erie will forward the material at once to OSBIE who will act to protect the interests of Grand Erie, its employees and of OSBIE itself. Promptness is important in these cases, as there is a limited time period for OSBIE to respond to these documents.

- 5.1.4 Where the communication is a telephone call or personal visit from a lawyer representing a person(s) who has sustained injury, the Administrator, or employee should refrain from discussing details of the incident with the claimants' lawyer as the discussion may jeopardize OSBIE's defense of the liability claim. Refer the lawyer to Grand Erie contact - the office of the Superintendent of Business.
- 5.1.5 Should you receive a request for a copy of the incident report, please have the parents/caregivers contact the office of the Superintendent of Business where the request will be reviewed to ensure compliance to release information. All persons requesting a copy of an incident report must provide proof of their identity and proof of their relationship to the injured person and must sign a declaration to that effect.
- 5.1.6 Under no circumstances is a Grand Erie employee to engage lawyers to defend or represent Grand Erie or its employees in a matter which involves OSBIE. Involvement of a lawyer without instruction from OSBIE may adversely affect the outcome of any claim that is in negotiation.

6.0 Student Accident Insurance

- 6.1 Grand Erie will make available to all students an Accident and Life Insurance Program. Participating in such a program is voluntary and the costs are to be paid by the parents/caregivers. Following Field Trips and Excursions, Policy SO-15 Student Accident Insurance is required for Out of Province CAT II Trips and for all CAT III Trips.
- 6.2 Administrators are encouraged to outline the benefits of Student Accident Insurance to parents/caregivers emphasizing the fact that accidents do happen and that student injuries are not covered by any insurance coverage held by Grand Erie.
- 6.3 Student Injuries - Community Involvement
 - 6.3.1 Secondary students working on their 40 hours Community Involvement Diploma Requirement are encouraged to seriously consider purchasing a Student Accident Insurance Plan. Should an injury occur to a student while completing the 40 hours Diploma Requirement, there is no insurance coverage for the injury unless the student/parent/caregivers has purchased coverage through the Student Accident Insurance program. If a student who is working on the 40 hours Community Involvement Diploma Requirement is injured during the work program, this WSIB coverage is not available to the student.
- 6.4 Student Injuries - Co-operative Education
 - 6.4.1 Students participating in the Co-operative Education program receive Workplace Safety and Insurance Board (WSIB) coverage through the Ministry of Education or Ministry of Training, Colleges and Universities.

Definitions:

Serious injury is deemed to be one where the injured party requires hospital admission (excluding minor outpatient treatment).

Critical injury means an injury of a serious nature that:

- Places life in jeopardy or
- Produces unconsciousness or
- Results in substantial loss of blood or
- Involves the fracture of a leg, arm, ankle or more than one finger or more than one toe or
- Involves the amputation of a leg, arm, ankle or more than one finger or more than one toe or
- Consists of burns to a major portion of the body or
- Causes the loss of sight in an eye

Reference(s):

- Field Trips and Excursions Policy (SO-15)
- Field Trips and Excursions Procedure (SO-015)
- Student Concussion and Head Injury Policy (HS-28)
- Student Concussion and Head Injury Procedure (HS-010)
- Student Concussion and Head Injury Resource Package (HS-10-R)