PROCEDURE HS-015

RESPONDING TO STUDENT AND VISITOR INJURIES/ACCIDENTS	
Superintendent Responsible: Superintendent of Education: Human Resources	**Initial Effective Date:** 2020/01/27
Last Updated: 2023/12/20	**Next Review Date:** 2027/12/20

Purpose:
To outline the steps to take when a student or visitor is injured in a Grand Erie District School Board (Grand Erie) school/facility, 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 has employee(s) who have received first aid training. It 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.

1.3 Notify the parent(s)/caregiver(s) 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

2.1 The accident is to be immediately reported to an Administrator(s)/Immediate Supervisor(s) or Designate.

2.2 The Administrator(s)/Immediate Supervisor(s) or designate must notify immediately the Family of Schools Superintendent or the Chief Executive Officer (CEO) (who will contact the Manager of Communications and Community Relations as deemed necessary).

2.3 In the event of a serious injury occurring after hours or on a weekend, contact numbers for Grand Erie employee(s) and for OSBIE will be announced by the auto-attendant when calling either organization.

2.4 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 Procedure.

3.0 Reporting a Critical Injury or Death

3.1 The accident is to be immediately reported to the Administrator(s)/Immediate Supervisor(s).

3.2 The Administrator(s)/Immediate Supervisor(s) must notify immediately the following:

- Their Family of Schools Superintendent or the CEO (who will contact the Superintendent of Business & Treasurer and the Manager of Communications and Community Relations as necessary).
- The Manager of Health and Safety.

3.3 The Health and Safety Department shall inform the Ministry of Labour and the JOHSC co-chair. If the Supervisor is unable to contact the Health and Safety Department 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(s)/Immediate Supervisor(s) 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 Employees 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 CEO 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(s)/Immediate Supervisor(s), teacher-in-charge, or designate the same day.

3.6.2 The Administrator(s)/Immediate Supervisor(s), 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 Employees are required to complete the electronic Incident Form that is located on the OSBIE website.

5.0 Student Accident Insurance

5.1 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 parent(s)/caregiver(s). Following Field Trips and Excursions process, Accident Insurance is required for Out of Province CAT II Trips and for all CAT III Trips.

5.2 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.

5.3 Student Injuries - Community Involvement

5.3.1 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.

5.4 Student Injuries - Co–operative Education

5.4.1 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 is 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)
- TERT Process