



BOARD ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE PROCEDURE

739 - Student Injury Prevention

DIRECTIONAL POLICY

Healthy Schools and Workplaces

Title of Administrative Procedure:

Student Injury Prevention – Technology, Physical Education, Science, and The Arts

Date Approved:

June 2024

Projected Review Date:

June 2029

Directional Policy Alignment:

The Administrative Procedure aligns with the **Healthy Schools and Workplaces** Directional Policy. The Board recognizes that the health and well-being of our students and staff is foundational to their success. A healthy environment involves being respectful of one another's social, emotional, spiritual, and physical well-being. We all have a collective responsibility to create healthy work environments to keep our students and staff safe.

Alignment with Multi-Year Strategic Plan:

The Student Injury Prevention Administrative Procedure supports the board's Mission to educate students in faith-filled, loving, safe, inclusive schools to develop the God-given abilities of each person. This Administrative Procedure aligns with the Board's Multi-Year Strategic Plan 2021-2025 priorities of Providing Excellence in Teaching and Learning, Valuing Relationships, Nurturing Mental Health and Well-Being, and Ensuring Equity.

[CDSBEO Strategic Plan 2020-2025](#)

Purpose

The Board is committed to ensuring staff take every reasonable precaution to provide a safe and healthy learning environment for students, and that practices and procedures are in place to reduce the risk of injury to students. As part of this commitment, student safety guidelines have been developed to mitigate the risk of student injury. The student safety guidelines will encourage and motivate students in assuming responsibility for their own safety and the safety

of others. It will also assist staff in the knowledge and skills needed for safe participation in the designated activities.

Action Required

The Catholic District School Board of Eastern Ontario is committed to Student Injury Prevention. This Policy is the foundational document for Student Injury Prevention and Student Safety Guidelines in the areas of Technology, Physical Education, Science, and the Arts have been created to support the policy. Each document outlines responsibilities for members of the Board and school communities such as central staff, school administration, teachers, parents, and students.

Responsibilities

The Board of Trustees is responsible for:

- Ensuring alignment of this Administrative Procedure with the Healthy Schools and Workplaces Directional Policy.
- Reviewing this administrative procedure as part of its regular policy and procedure review cycle.

The Director of Education is responsible for:

- Providing leadership and designating resources to ensure the implementation of and compliance with this administrative procedure.

Superintendents of Schools and System Portfolios are responsible for:

- Supporting principals and other employees for whom they have supervisory responsibility with the implementation and compliance with the procedures and requirements under this Administrative Procedure.
- Ensuring the Student Injury Program is maintained, communicated, reviewed, and implemented in accordance with the legislation and regulations.

Principals and Vice-Principals are responsible for:

- Implementing this Administrative Procedure in accordance with the parameters outlined.
- Providing leadership and support for staff in their knowledge, understanding, and implementation of this Administrative Procedure.
- Ensuring that the Student Safety Guidelines and other student safety protocols are distributed to, reviewed, and implemented by staff.
- Taking reasonable steps to safeguard the well-being of students while participating in programs such as Technology, Physical Education, Science, and The Arts.
- Responding appropriately to care for students when an injury occurs and ensuring the

- parent(s)/guardian(s) of a student is contacted.
- Completing any necessary reports associated to a student injury.
- Ensuring all teachers in these programs have the appropriate training.

Occupational Health and Safety Coordinator is responsible for:

- Providing ongoing guidance and support of the student injury prevention guidelines and other student safety initiatives.

Staff are responsible for:

- Ensuring they are knowledgeable about the requirements and parameters outlined in this Administrative Procedure.
- Adhering to the Student Safety Guidelines as outlined in the Administrative Procedure – in Technology, Physical Education, Science, and The Arts. (see list of appendices)
- Reviewing their responsibilities, participating in annual training, and complying with the rules, procedures and checklists as outlined in the safety guidelines.
- Taking reasonable steps to safeguard the well-being of students while participating in these programs.
- Responding appropriately to care for students when injury occurs.
- Reporting an injury to school administration.

Students are responsible for:

- Adherence to Student Safety Passports and subject specific Conduct in Agreements.
- Engaging in activities at school, consistent with their cognitive, emotional, social, and physical stage of development, that respect school safety guidelines/plans.
- Where possible, informing school staff of injury occurrences.

Parents are responsible for:

- Reviewing expectations as outlined in the Student Safety Passports and subject specific Conduct Agreements.
- Communicating and collaborating with the school to support a safe and healthy learning environment.
- Guiding and encouraging their children to respect school safety guidelines/plans.

Progress Indicators

- Students and staff adhere to the Student Injury Prevention Guidelines.
- Annual feedback from Training Sessions.
- The continued commitment and contributions of staff to increase awareness of Student Injury Prevention initiatives and guidelines.

Definitions

- Injury- refers to damage or harm that causes physical or mental pain or hardship. Injuries result from accidents, falls, or other incidents.
- Student Safety Passport - The student passport is an accurate record for both the student and the teacher of the safety training the student has received in the use of relevant equipment and/or tools for each subject area.
- Conduct Agreement-In school settings, a conduct agreement outlines the expected behavior and responsibilities for students, staff, and other members of the school community.

Related Documents

- Student Safety Guideline: Science – Fall/Winter 2004-2005
- Student Safety Guidelines: Hospitality and Tourism – Fall 2024
- Student Safety Guidelines: Technology – Fall 2024
- Student Safety Guideline Creative Arts – Fall/Winter 2024-2025
- Student Safety Guideline Physical Education – Fall 2024

References

Resource Guide - Health and Safety Scope and Sequence of Expectations (2017)

OCTE – The Ontario Council for Technology Education

CODE – Student Injury Prevention – The Arts, Physical Education, Technology, and Science

STAO – Student Injury Prevention

OPHEA – Ontario Physical and Health Education Association

Occupational Health and Safety Act – Section 25 (2) (h)

[Part III: Duties of employers and other persons | Guide to the Occupational Health and Safety Act | ontario.ca](#)

[Leeds, Grenville and Lanark District Health Unit](#)