



BOARD ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE PROCEDURE

738 Student and Visitor Injury Reporting

DIRECTIONAL POLICY

Health Schools and Workplaces

Title of Administrative Procedure:

Injury of a Student or Visitor

Date Approved:

October 1, 2024

Projected Review Date:

October 2029

Directional Policy Alignment:

This 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.

Alignment with Multi-Year Strategic Plan:

The Injury of a Student Administrative Procedure supports our Vision of cultivating the heart, mind, body, and soul of our students. The Board is committed to providing a safe and healthy environment for all students and visitors. This vision calls the Board to these Strategic Priorities:

[CDSBEO Strategic Plan 2020-2025](#)

Purpose

The purpose of this Administrative Procedure is to provide staff, working in direct contact with students, with expectations about reporting requirements following an injury that occurs while at school, on school property, on a school excursion, or while participating in a co-curricular activity. The procedure supports steps to ensure that a reasonable effort is made to administer first aid, contact the student's parents/guardian, if required, secure emergency medical response and complete appropriate reporting.

Action Required:

1. All injuries involving students or visitors will be reported to the Principal or designate. Parents/guardians of injured students will be notified as soon as possible, at the discretion of the Principal or designate.
2. In all cases involving head injury, the Principal will follow [Administrative Procedure B1:9 Concussions](#).
3. Student emergency contact information provided by the parent/guardian/adult student will be kept on file in the school office.
4. A request for an emergency response (9-1-1) will be made at the discretion of the Principal or designate.
5. Student and visitor injuries that occur on vehicles authorized to transport students and visitors by Student Transportation of Eastern Ontario (STEO) will be reported to the school Principal.
6. Please follow [Administrative Procedure 740 Critical Injury and Fatality Reporting](#) if the student or visitor sustained a critical injury.
7. Student and visitor injuries will be reported within three days using the Ontario School Boards Insurance Exchange (OSBIE) online incident reporting portal at osbie.on.ca.
8. The Board shall offer a Voluntary Student Accident Insurance Plan, the cost of which is to be paid on a voluntary basis by parents or guardians. The Board will inform parents of the Voluntary Student Accident Insurance Plan and encourage purchase.

Responsibilities

The Board of Trustees is responsible for:

- Ensuring alignment with the Healthy Schools and Workplaces Directional Policy.
- Reviewing the Administrative Procedure as part of its regular policy and procedures review cycle and as required by legislation.

The Director of Education is responsible for:

- Ensuring the implementation of and compliance with this Administrative Procedure.

Superintendents 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.

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;
- Responding appropriately to care for students when an injury occurs;
- Ensuring the parent/guardian of an injured student is contacted;
- Ensuring completion of an OSBIE Incident Reporting Form;
- Ensuring that there are a minimum of two (2) qualified standard first aid responders trained in the school;
- Ensuring the first aid station/kit and its contents are inspected (and replenished) at not less than quarter-yearly intervals;

School Staff are responsible for:

- Ensuring they are knowledgeable about the requirements and parameters outlined in this administrative procedure;
- Taking reasonable steps to safeguard the well-being of students while at school and during school athletic events, field trips etc.;
- Being informed as to where to access the first aid station/kit within the school;
- Responding appropriately to care for students when an injury occurs;
- Reporting injury to school administration;
- Collaborating with the school administration and other staff to complete OSBIE Incident Reporting Form;

Students are responsible for:

- If possible, informing school staff if an injury occurs;
- Engaging in activities at school - consistent with their cognitive, emotional, social, and physical stage of development- that respect school safety plans.

Parents & Guardians are responsible for:

- Encouraging their children to respect school safety plans.

Progress Indicators:

- Parents/Guardians are contacted, if appropriate, after injury
- OSBIE incident reports will be reported and available for review.

References

- [Education Act, R.S.O. 1990, c. E.2, as amended](#)