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| Responsibility: | Superintendent, Business Services & Treasurer of the Board |
| Legal References: | Insurance Act, R.S.O. 1990, c. I.8 Education Act, R.S.O. 1990, c. E2 |
| Related References: | <u>Board Policy 4021 – Volunteerism</u> <u>Administrative Procedure 1415 – Use of Volunteers</u> <u>Administrative Procedure 1590 – Transportation – Off-Campus</u> <u>Administrative Procedure 3140 – Reporting and Investigation</u> <u>Employee Incidents, Accidents and Safety Concerns</u> Online OSBIE Student/Parent/Volunteer/Visitor Injury |
| Revisions: | |
| Reviewed: | <i>December 2023</i> |

1. Preamble

- 1.1 The following procedure provides the guidelines and expectations so that staff can report student, parent, visitor and volunteer injuries that occur on Waterloo Region District School Board ("Board") property or during school board sanctioned events (i.e. off-campus trips and extra curricular activities).

2. Injury to Employees (to be reported to the Health, Safety and Security Department)

- 2.1 See Administrative Procedure 3140 – Reporting and Investigation of Employee Incidents, Accidents and Safety Concerns.

3. Injury to Student/Parent/Volunteer/Visitor

- 3.1 The Board's insurance provider is the Ontario School Boards' Insurance Exchange (OSBIE).
- 3.2 Whenever an injury occurs, OSBIE requires the incident to be reported online by the school administrator (or a designate) using the following link: OSBIE Injury Report.
- 3.3 See the staff intranet site for detailed information on injury reporting for regular day school, community use and before and after school programs.

- 3.4 The different injury classifications are:
- 3.4.1 Fatal Injury means death of an injured party
 - 3.4.2 Critical Injury means an injury of a serious nature which,
 - places life in jeopardy;
 - produces unconsciousness;
 - results in substantial loss of blood;
 - involves the fracture of an arm, wrist, hand, leg, ankle or foot or more than one finger or toe but not a single finger or toe;
 - involves the amputation of a leg, arm, hand, or foot but not a finger or toe;
 - consists of burns to a major portion of the body; or
 - causes the loss of sight in an eye.
 - 3.4.3 Moderate Injury: Includes any injury outside the "critical" definition that includes any broken bones: ex. collarbone, single toe, single finger, torn ligament, dental injury etc. usually requires medical/dental treatment.
 - 3.4.4 Minor Injury: Includes minor cuts, scrapes, bruises, bumps, or sprains that may require first aid but not medical treatment.

- 3.5 The process for reporting injuries is as follows:
- 3.5.1 Call 911 for fatal or known critical injuries.
 - 3.5.2 Call OSBIE directly at 1-800-668-6724 for any fatal injury.
 - 3.5.3 Contact your Superintendent, Student Achievement & Well-Being for all fatal and critical injuries.
 - 3.5.4 The principal (or other school staff if designated) completes the online OSBIE Injury Report for all injury classifications noted in Section 3.3.
 - 3.5.5 When completing the online injury report enter basic facts only, no opinions. Include specifics about the injury (i.e., right arm, left shoulder, etc.).

- 3.6 Students who have a dental injury and did not obtain Student Accident Insurance may apply for special assistance for dental coverage under the CINOT Program - Region of Waterloo Public Health.

*NOTE: OSBIE's liability policy does not provide accidental medical expense coverage to injured students for any school programs. Parents should be encouraged to purchase "Student Accident Insurance" at the beginning of the school year. *Students who have "Student Accident Insurance" must submit the claim to the insurer within the timeframe as set out in their policy. This is the responsibility of the claimant.**

- 3.7 OSBIE will advise Risk Services staff if they intend to send an adjuster to the accident location. The school will be advised when to expect an adjuster and the name of the adjuster. Working on the Board's behalf, the adjuster will assess the situation and advise the board of the steps to be taken. Details of the incident should not be discussed with anyone other than the adjuster, OSBIE and necessary Board personnel.