

**THE PROTESTANT SEPARATE SCHOOL BOARD
OF THE TOWN OF PENETANGUISHENE**

POLICY MANUAL

POLICY TITLE:

Accidents and Injuries

SECTION/CODE:

School Operations D – 21

APPROVAL DATE:

April 8, 2024

SUPERSEDES:

May 11, 2020

NUMBER OF PAGES:

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REVIEW DATE:

April 2028

POLICY STATEMENT

It is the policy of the Board to ensure processes are established to safeguard the health and well-being of students, staff, volunteers, and visitors.

PURPOSE

To provide direction for procedures to be followed in the event of any accident or injury while on board property or while on school-sponsored events.

ADMINISTRATIVE PROCEDURES

Prevention:

1. School Administrators will annually review required policies and procedures with staff members and volunteers, related to health, safety, and wellness.
2. School Administrators and appropriate Board Staff will make available the appropriate safety guidelines, protocols, resources, and training each year related to safety and well-being so staff members are aware and knowledgeable.
3. School Administrators and appropriate Board Staff, or approved agencies, will ensure that regular inspections and maintenance of facilities and equipment are scheduled and documented.
4. At least 3 staff members will be qualified and current for an approved First Aid Certificate.

Injury/Accident:

1. Treat all accidents as serious at first. For serious injuries or when in doubt, call an ambulance immediately.
2. Whatever the situation, attend to any first aid that is necessary.
3. The following are the steps to be taken by those involved:

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NOTE:

- I. Any injury to the head or an extreme blow to the body is to be treated as being serious. In the case of an extreme blow to the head or body the possibility of a concussion or neck injury is to be considered (Refer to Policy D-26 Student Concussion Protocol).
- II. In the case of an emergency that relates to a prevalent medical condition (e.g. anaphylaxis, asthma, diabetes, epilepsy, heart condition) refer to Policy D-19b - Supporting Students with Prevalent Medical Conditions.
- III. In the case of an incident that occurs during a field trip or excursion refer to Policy D-11 Student Field Trips and Excursions for specific follow-up responses to situations.

Teacher/Supervisor on Duty

- a) Call an ambulance/transportation when there is an emergency situation, or a school sponsored event
- b) administer first aid
- c) follow protocol outlined on the 911 Emergency form located at each phone
- d) report accident or injury to the School Administration, or designate, as soon as possible
- e) do not move the victim if accident/injury is considered serious i.e. fracture, head /spinal injury, symptoms of shock
- f) fill out OSBIE Incident Report form including any witness accounts
- g) sign OSBIE form
- h) forward to Principal/Principal Designate immediately

Principal/Principal Designate

- a) call an ambulance/or make transportation arrangements
- b) call parents/guardians of all children involved in the incident
- c) notify the Supervisory Officer or the Manager of Finance and Treasurer regarding the completed OSBIE online form
- d) send a hard copy of the OSBIE form to the Manager of Finance and Treasurer for filing.
- e) (initial and send copy of typed form to Board office)

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Supervisory Officer/Manager of Finance and Treasurer

- a) notify OSBIE immediately in the event of a fatal incident or if the child has been admitted to the hospital
- b) notify the Board Chair if the incident is of a serious nature

4. A Critical injury (defined by the Occupational Health & Safety Act as an injury that:

- a) places life in jeopardy,
- b) produces unconsciousness,
- c) results in substantial blood loss,
- d) involves the fracture of a leg or arm but not a finger or toe,
- e) involves the amputation of a leg, arm, hand or foot but not a finger or toe,
- f) consists of burns to a major portion of the body, or
- g) causes the loss of sight in an eye) to any student, staff member volunteer or visitor, occurring on Board property, while performing Board duties, or on a school-sponsored field trip must be reported to the Supervisory Officer immediately.