

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

**POLICY MANUAL**

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**POLICY TITLE:****Accidents and Injuries****SECTION/CODE:****School Operations D – 21**

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**APPROVAL DATE:****May 11, 2020****SUPERSEDES:****December 4, 2012****NUMBER OF PAGES:****Page 1 of 2****REVIEW DATE:****April 2024**

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**POLICY/ PURPOSE 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 and 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.

**PROCEDURES****Prevention:**

1. School Administrators will annually review required policies and procedures with staff members, 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:

**NOTE:**

- (i) Any injury to the head or 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).

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(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 and Staff 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. 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**

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

**Supervisory Officer/Manager of Finance and Treasurer**

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