

Policy No. V-05

School Accidents – Prevention & Safety

Adopted:

September 24, 1974

Last Reviewed/Revised:

May 21, 2024

~~Next Scheduled Review:~~ 2026-2027

Associated Policies & Procedures:

[II-31 Risk Management – First Aid](#)

[VI-74 Risk Management – First Aid](#)

[II-26 Managing Student Risk in Interschool Sports](#)

[VI-21 OSBIE Online Incident Reporting \(Ontario School Board Insurance Exchange\)](#)

Policy No. V-



- The parent/guardian or emergency contact shall be informed.
- Should an ambulance not be available, follow the direction given by the 911 dispatcher.

A staff member, teacher, or employee shall report any accident or injury to the School Administrator or designate as soon as possible. In the case of head injuries, it is mandatory to report it to administration, and to follow the Halton Catholic District School Board's Concussion Protocol as appropriate.

If a concussion is suspected or diagnosed after receiving medical attention, the proper concussion forms must be provided to the parents/guardians and followed according to Procedure VI-71 Concussion Safety.

- The parents/guardians (or, in the case of a staff member, the next of kin) shall be notified as soon as possible.

If the School Administrator or their designate believes that the injury or illness may not be of a serious nature, the parents/guardians should be informed and their instructions acted upon. Basic first aid measures should be applied in order to ensure the health, safety, and comfort of the victim. Under no circumstances, in an accident considered serious, should the victim be moved.

The Ontario School Board Insurance Exchange (OSBIE) Online Incident Report shall be completed for any incident/injury that occurs to a student, volunteer, or visitor to the school, and it is believed that medical attention is required, or where damage has been caused to property owned by the HCDSB.

- Online reporting is available from OSBIE at www.osbie.on.ca.

An Online Accident/Incident Report is to be completed by the Supervisor/Administrator (or designate) if an incident/injury occurs to a staff member requiring more than minor first aid.

Critical injury to any person, including student, staff member, volunteer or visitor, occurring on HCDSB property, while performing HCDSB duties, or on school-sponsored field trips/excursions must be reported to the Health and Safety Officer immediately by phone or other direct means.

Each school should have at least one staff member who has qualified for an approved First Aid Certificate. The number of designated First Aid Providers is dependent on the number of staff and students at each work site. The ratio of First Aid Providers in each school is indicated in Policy II-31 Risk Management – First Aid.

If an injury to a student, volunteer, or visitor has occurred while at school but has not been discovered until a later time, the School Administrator, when informed of such injury, shall complete an OSBIE Online Incident Report once they have been made aware of the injury.

APPROVED: Regular Meeting of the Board



AUTHORIZED BY: _____

Chair of the Board

