

Procedure No. VI-21

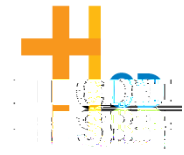
OSBIE Online Incident Reporting (Ontario School Board Insurance Exchange)

Adopted:

December 11, 2000

Last Reviewed/Revised:

May 6, 2024



Minor Injury: ~~includes minor cuts, scrapes, burns, bruises or sprains that may require first aid but not medical treatment.~~

Moderate Injury: includes any injury outside the “critical” definition that includes any broken bones: e.g. collarbone, toes, ankles, wrists, torn ligament or dental injuries etc., and usually require medical treatment.

Serious Injury: when the injured party requires hospital admission (excluding minor outpatient treatment).

School Board Contacts: the main contacts for OSBIE and the HCDSB are the Business Officer, Business Services and the Superintendent of Business Services

Principles

The OSBIE Online Incident Report should be broader than the reporting of only those cases where hospitalization and/or serious medical attention is required (see “When to Complete an OSBIE Online Incident Report” below).

The OSBIE Online Incident Report provides a factual record of what took place and who was involved. It should also establish who was responsible for the student at the time of the ~~incident, what process was in place to supervise the student(s) and what was done to assist~~ the injured student, volunteer or visitor.

Requirements

Incident Reporting

The OSBIE Incident Report is available at www.osbie.ca

School Principals must ensure that an OSBIE Online Incident Report is completed on any matter that gives rise to injury requiring medical attention to a student, volunteer or visitor to the school site or where damage has been caused to property not owned by the School Board.

Injuries to employees are reported using the online [Accident/Incident Reporting form](#).

Critical injuries to any person at the workplace, including employees, must be reported to the Health and Safety Officer immediately. The information on the Online Incident Report form is collected to create province-wide statistics on high-risk activities or locations. OSBIE also uses it to assist in the investigation of ~~a claim on behalf of a School Board. Even if an accident does not appear to be~~ serious, it is still important to complete an Online Incident Report form **Reporting of a Serious Injury, Critical Injury or Fatality**

If a serious injury, critical injury or fatality occurs on school premises or during an off-site school activity, the school Principal must: immediately call the Family of Schools Superintendent, the



Health and Safety Officer and the Business Officer, Business Services and/or the Superintendent of Business Services.

Immediately call OSBIE (1-800-668-6724).

Based on the details provided during the telephone call, the Claims Examiner will determine an appropriate course of action. If the incident has the potential to develop into a serious claim, an Adjuster will be appointed promptly.

The Claims Examiner will advise the Principal, and the School Board contact



should refrain from discussing details of the incident with the claimant's lawyer. Discussion may jeopardize OSBIE's defence of the liability claim. Refer the lawyer to the OSBIE School

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If a copy of a completed incident report has been requested by an injured party or their representative, **do not provide one**. The school should contact the Business Officer, Business Services, who will promptly advise OSBIE. **This type of request is an indication**

~~that a claim must be made against the school board.~~

If you are in doubt as to how to proceed in such cases, speak to the Business Officer, Business Services, or call OSBIE and ask for the Claims Manager at 1 (800) 668-6724.

Communication

Where the OSBIE Claims Manager determines that an incident requires an investigation, the School Board contact and the school will be notified of the intention to investigate the incident and will be requested to assist as appropriate. ~~No information regarding the~~
incident is to be provided to anyone other than an OSBIE representative or Police.

A letter or e-mail will be sent to the School Board contact and Principal advising which adjusting firm has been assigned to investigate the loss on behalf of the HCDSB and OSBIE.

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: _____
~~Director of Education, Ontario Council of Head Deputies~~