

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) VI-71 Concussion Safety	

Purpose

To ensure that processes are established to safeguard the health and wellbeing of students, staff members, volunteers and visitors, and to provide the appropriate response in the event of accident or injury while on Halton Catholic District School Board (HCDSB) premises or on school-sponsored field trips or excursions.

Application and Scope

This policy applies to all HCDSB sites within the jurisdiction of the HCDSB and where employees, students, volunteers and visitors are on HCDSB related business and/or activities.

References

[Education Act](#)

[Workplace Hazardous Materials Information System \(WHMIS\) - 2015](#)

[OSBIE - Ontario School Boards' Insurance Exchange](#)

Definitions

Critical Injury is 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.

Principles

- HCDSB recognizes the health and wellbeing of students, staff members, volunteers and visitors as a priority; and recognizes that proactive strategies, guidelines and training are essential to minimize injuries/accidents.
- In accordance with the Education Act, the School Administrator, or designate and teacher has the right and responsibility of a judicious parent/guardian and will act in accordance with the expectations of a parent/guardian.
- All partners in education have important roles to play in promoting student and staff health and safety, and in fostering and maintaining healthy and safe environments in which students learn.
- HCDSB recognizes that timely and appropriate communication with all stakeholders is required to effectively address accidents.

Requirements

- School Administrators will annually review required policies and procedures with staff members, visitors and volunteers, related to health, safety and wellness.
- School Administrators will make available the appropriate safety guidelines, protocols, resources and training each year related to safety and wellbeing so staff members are aware and knowledgeable.
- Staff members will acknowledge receipt and understanding of High Priority Policies and Procedures and protocols and sign off.
- School Administrators and appropriate HCDSB staff, or approved agencies, will ensure that regular inspections and maintenance of facilities and equipment are documented.
- School Administrators will address the student body bi-annually, and as required, to review the school code of conduct and policies and procedures pertinent to health, safety and wellness.
- School Administrators will ensure that parents/guardians are aware of the student code of conduct.
- Upon knowledge of an injury that occurs at an HCDSB site or HCDSB/school sponsored activity, standard first aid treatment shall be given immediately.
- If the accident or illness appears to be of a serious nature, including any injury to the head and/or the loss of consciousness, which may require diagnosis and/or treatment by a qualified medical practitioner, the following procedures shall apply in the following order:
 - An ambulance shall be called immediately (using the emergency number 911) to transport the accident victim to a hospital.

- 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