



## Accidents: Students

### Administrative Procedure 8.020

Board Governance Policy Cross Reference: 1, 2, 3, 4, 12, 13, 16, 17

Legal Reference:

Date Adopted: June, 2012

Date Amended: January, 2021; March, 2024; April, 2024

Date Reviewed: March, 2018; November, 2023

All accidents/injuries on District property or at school sponsored events not on District property involving any person in the care and charge of the School District **shall be reported immediately.**

For all employees who are either witness to a student accident or to whom an accident has been reported:

- Attend to the student,
- Determine seriousness of injuries and make the student as comfortable as possible,
- Call for help as needed.

**“Serious”** (Severe) incidents: Permanent or temporary loss of sight; Fracture of skull, spine, pelvis, arm, leg, hand or foot; Amputation of an arm, leg, hand, foot, finger or toe; Unconsciousness (as a result of a concussion); Cut or laceration that requires medical treatment at a hospital; Poisoning; Death; Asphyxiation; Injury from electrical contact; third degree burns.

- Get assistance from other employees.
- Determine whether the injured student should be moved.
- Determine method of moving injured student (walking, ambulance).
- Ensure that the injured student receives medical attention.
- Call or have someone call the parent/guardian of the injured student and advise them of the incident and the steps you have taken.

**Note: A “Serious incident”** means an incident that involves:

- the collapse or structural failure of a building, structure, crane, hoist, lift, temporary support system or excavation,
- an explosion, fire or flood,
- an uncontrolled spill or escape of a hazardous substance, or
- the failure of atmosphere-supplying respirator.

#### **Classification of Accident Injuries:**

**“Minor”:** Scratch, Bruise, Scrape, Minor Cut, Minor Sprain, etc.

**“Moderate”:** Serious Cut, More Severe Sprain, Broken Finger, etc.

**“Serious” (Severe):** Permanent or temporary loss of sight; Fracture of skull, spine, pelvis, arm, leg, hand or foot; Amputation of an arm, leg, hand, foot, finger or toe; Unconsciousness (as a result of a concussion); Cut or laceration that requires medical treatment at a hospital; Poisoning; Death; Asphyxiation; Injury from electrical contact; third degree burns.

**Procedures:**

In the case of an accident or illness which, in the opinion of the person in the care and charge at the site in which the accident occurs **requires immediate medical care:**

- First aid shall be rendered.
- Student shall be transported by the most appropriate means, depending on the nature of the injury.
- The parent/guardian shall be notified, if possible, for direction.
- The transported student must remain in the care of the adult appointed by the person in charge at the site until the parent/guardian is in attendance.
  - The Board will assume responsibility for payment of transportation costs incurred, should the cost not be covered by any public or private insurance plan carried by the parents.

In the case of an accident or illness which, in the opinion of the person in the care and charge at the site, determines the incident is of a **minor / moderate nature**

- Take/send the student to the school office for treatment.

**Reporting (see Appendix A) :****Minor / Moderate**

- Complete the Student Accident Incident Report Form as soon as possible (this information will be used by the school designate to complete the online reporting requirement).
- The Board Office will receive a copy of the report directly from MSBA Insurer.

**Serious / Severe**

The scene of the accident must be preserved until the Division's investigation is complete and the Manitoba Workplace Safety and Health Office has been notified and provided direction (unless it is necessary to release an injured person or to avoid creating additional hazards).

The School Administrator shall notify the School Safety Officer and Workplace Safety and Health Co-Chairs immediately, by the fastest means of communication possible.

- Complete a Student Accident Incident Report Form online as soon as possible.
- The Board Office will receive a copy of the report directly from MSBA Insurer.
- A school or school district **must report** any injury to the **Workers' Compensation Board (WCB)** for students working in the following areas:
  - **Vocational arts areas.**
  - **Apprenticeship programs.**
- Any **Serious (Severe)** injuries to students in the following areas of the school must be reported to Manitoba Workplace Safety and Health:
  - **Science areas.**
  - **Industrial Arts.**
  - **Vocational (Power Mechanics / Heavy Duty Shop areas).**

## Appendix A – Reporting Procedures

<b>Minor / Moderate Incident</b>	<p><b>Teacher/School Administrator to complete Student Accident Incident form</b>  <a href="https://hubinternational.jotform.com/91684031686160">https://hubinternational.jotform.com/91684031686160</a></p> <ul style="list-style-type: none"> <li>○ School Administrator scans form to Superintendent’s Office  <i>Note: School designate completes MSBA Insurer Online</i></li> <li>○ Form retained at School (as per record retention policy)</li> </ul>
<b>Serious / Severe Incident</b>	<p><b>School Administrator will:</b></p> <ul style="list-style-type: none"> <li>● <b>Contact Superintendent immediately</b></li> <li>● <b>Complete provincial Online Serious Incident Report</b>  <a href="https://app.smartsheet.com/b/form/198844e397cc413abecaeaf691a928d1">https://app.smartsheet.com/b/form/198844e397cc413abecaeaf691a928d1</a></li> <li>● <b>Contacts School Safety Officer and Workplace Safety and Health Co-Chairs immediately</b> <ul style="list-style-type: none"> <li>▪ Co-Chairs will notify Manitoba Workplace Safety &amp; Health 1-855-957-SAFE (7233)  <a href="https://www.manitoba.ca/labour/safety/rep_serious_act.html">https://www.manitoba.ca/labour/safety/rep_serious_act.html</a></li> </ul> </li> <li>● <b>Completes Student Accident Incident form</b>  <a href="https://hubinternational.jotform.com/91684031686160">https://hubinternational.jotform.com/91684031686160</a> <ul style="list-style-type: none"> <li>○ School Administrator scans form to Superintendent’s Office  <i>Note: School designate completes MSBA Insurer Online</i></li> <li>○ Form retained at School (as per record retention policy)</li> </ul> </li> </ul> <p><b>Workplace Safety and Health Co-Chairs complete a WPSH Incident Investigation Summary report</b></p> <ul style="list-style-type: none"> <li>▪ Co-Chairs will submit to Manitoba Workplace Safety &amp; Health</li> </ul> <p><b>A school or school district must report any injury to the Worker’s Compensation Board (WCB) for students working in the following areas:</b></p> <p style="text-align: center;"><b>Vocational (Power Mechanics / Heavy Duty Shop areas)  Apprenticeship programs</b></p> <ul style="list-style-type: none"> <li>▪ Employment Supervisor and Student to complete WCB Notice of Injury Report and submit to School Administrator  <a href="https://www.wcb.mb.ca/sites/default/files/resources/9657%20WCB%20Notice%20of%20Injury%20Web%20Form%202.pdf">https://www.wcb.mb.ca/sites/default/files/resources/9657%20WCB%20Notice%20of%20Injury%20Web%20Form%202.pdf</a></li> <li>▪ School Administrator submits original form to Facilities Administrative Assistant at the Board Office</li> <li>▪ Facilities Administrative Assistant retains form with Student Accident Incident form</li> </ul>