

POLICY: <u>STUDENT ACCIDENTS AND ILLNESS</u>		# <u>1004</u>
SECTION: <u>1000</u> : <u>Safety</u>		Page <u>1</u> of <u>4</u>
APPROVAL/REVISION <u>March 4, 2019</u>	EFFECTIVE DATE: <u>March 5, 2019</u>	REVIEW DATE: <u>March 5, 2024</u>
CROSS REFERENCE:	<ul style="list-style-type: none"> • Coded Memo B-20 (OSBIE Incident Reports) • Critical Injury or Death of Students Protocol • Regulation 834-OHS Act • Regulation 1101 • Policy 1015: Concussion Protocol 	

A: POLICY

1. The safety and well-being of students is a primary concern of the Board. The Board mandates that safeguards be provided to govern situations where students who may have a medical condition, or take ill, or suffer an accident while in Board ~~its~~ care on Board property or at a Board workplace.

B: GUIDELINES

2. General

- 2.1 Every school shall provide and maintain a first aid station with a first aid box and have a staff member(s) trained in First Aid. (The First Aid box contents are governed under Ontario Reg. 1101 under the Workplace Safety and Insurance Act (WSIA), and shall depend upon the number of workers at the workplace at a given time. The requirement for a first aid station in the charge of a worker trained in first aid applies where more than five workers are present at the place of employment as a minimum standard under the First Aid Regulation.)
- 2.2 The principal will ensure that First Aid supplies are inspected on a regular basis and maintained at an appropriate level.
- 2.3 Individual differences in schools and circumstances will influence the principal's application of the procedures contained in this policy.
- 2.4 With parental consent, pertinent updated information on serious chronic illness and allergies should be maintained in a student's O.S.R. file.
- 2.5 With parental consent, the principal shall maintain a master list of students with a medical condition that may require an emergency response and will make this information available to staff on a need to know basis.
- 2.6 The principal shall review with each teacher concerned, in September, the existence of any medical conditions that may require an emergency response.

3. Responses to Major and Minor Situations

- 3.1 A "minor situation" shall be defined as one that can be handled at the school by school personnel.

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3.2 A “major situation” shall be defined as one that requires the attention of a health care professional. A “critical injury” under the Ontario OHSA (Occupational Health and Safety Act) is major and is defined in Section 4 below.

3.3 A student who suffers a minor illness or accident during the school day should be taken to a supervised location and provided with appropriate attention.

*Parent is used in this policy to refer to parent(s), guardian(s), a student who is 18 years of age or older, or a student who is 16 or 17 years of age and has withdrawn from parental control.

3.4 All head injuries and injuries involving complaints of internal pain warrant special attention. When in doubt about whether a head injury or internal pain may be treated as major, err on the side of caution and respond appropriately. This would include referencing the Concussion Policy (1015)

3.5 The principal will contact the parent or and give the option of picking up the student who has suffered a minor injury or illness during the day. The student may be sent home on the bus at the end of the day if the parent gives that direction. The principal will keep a record of the discussion with the parent.

3.6 If the student is unable to return to class within a reasonable time, the principal will contact the parent to make arrangements to have the child taken from school.

3.7 When a major situation arises the adult who discovers the situation shall:

3.7.1 remain with the student;

3.7.2 send for help and request medical attention as appropriate.

3.8 Once assistance is available a decision is made in respect to the urgency of medical attention.

3.9 If the need for medical attention is urgent, the next decision that is required is on the advisability of moving the injured student. If there is any possibility of spinal injury, **DO NOT MOVE THE STUDENT**. Summon emergency services by calling 911.

3.10 Where appropriate, a staff member may accompany the student to the hospital.

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- 3.11 After the ambulance is called, the school shall secure the following information:
- 3.11.1 a description of the accident or illness;
 - 3.11.2 action taken;
 - 3.11.3 name of family physician;
 - 3.11.4 other pertinent medical information.
- 3.12 The information referred to in Section 3.11 should be relayed to the ambulance attendants.
- 3.13 As soon as possible, without interfering with the process of securing medical assistance, the parents shall be notified.
- 3.14 Police assistance may be requested in locating the parents if deemed necessary.
- 3.15 As soon as practical following any situation covered by this policy, an OSBIE Incident Report Form must be completed and submitted. The form can be found online at <https://www.osbie.on.ca/incident-reports/>

4. Critical or Fatal Accident To A Student

- 4.1 A critical or fatal accident is one involving any of the following or a substantial likelihood of the following having occurred: loss of consciousness; substantial loss of blood; loss of sight in an eye; fracture of a leg or arm; amputation of a leg or arm; burns a major portion of the body; any injury of a serious nature that places the life in jeopardy. (Regulation 834 under Ontario OHSA).
- 4.2 Critical or fatal accidents, because of their seriousness, the sensitivity involved and expected parental and public scrutiny, require the principal to follow the Critical Injury or Death of Students In Care of or at Thunder Bay Catholic District School Board Protocol.

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4.3 The following additional action will take place as soon as practical following the critical injury or death of a student while in the care of the Board, or while on Board property, or at a Board workplace, including co-op students in their placements.

- 4.3.1 The Superintendent of the school will advise the Director of Education of the incident.
- 4.3.2 The Director of Education will determine if it is necessary to advise the Board of Trustees of the incident. If deemed necessary, the Director of education will be the individual to communicate with the Board of Trustees.
- 4.3.3 The Director of Education or designate will immediately contact OSBIE to verbally report the incident.
- 4.3.4 The principal of the school will advise the teacher responsible for the supervision of the student at the time of the incident to inform O.E.C.T.A.
- 4.3.5 The principal of the school will instruct their staff that all public inquires are to be referred to them.
- 4.3.6 Media inquiries are to be referred to the Director of Education.
- 4.3.7 The Superintendent and Principal shall meet together to review the incident.
- 4.3.8 The Superintendent will meet with the Director to review all relevant information regarding the incident.
- 4.3.9 The Superintendent will attend any interviews involving the police.
- 4.3.10 The Director of Education will consult with the parents before issuing any detailed statement that may be made to the media.