

# Student/Visitor Injury Reporting Procedures

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Procedure Owner:	Organizational Support Services – Business Services
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## 1. Liability Procedures to Follow for Student/Visitor Injuries

This procedure outlines the responsibilities of Principals/Supervisors for the reporting and handling of student/visitor injuries on Thames Valley District School Board property or under the supervision of school board employees while off premises, such as field trips and excursions.

## 2. Student/Visitor Injury Reporting

- 2.1. The Principal/Supervisor reviews annually with staff that basic first aid is provided to the injured individual as soon as possible and where applicable by staff trained in first aid.
- 2.2. All injuries must be reported to the Principal/Supervisor or designate.
- 2.3. The parents/caregivers shall be notified immediately for all student injuries involving the head, and any injuries requiring the attention of an external medical practitioner and/or Emergency Medical Services.
- 2.4. For all reported head injuries, the Principal/Supervisor or designate must consider the potential for concussion and follow the Thames Valley District School Board Student Concussion Protocol Policy and Procedure.
- 2.5. The decision to call an ambulance will be at the Principal's/Supervisor's or designate's discretion.

- 2.6. The Principal/Supervisor must ensure that all injuries requiring medical attention are reported to the Ontario School Board's Insurance Exchange (OSBIE) Online Incident Reporting at <http://www.osbie.ca>.
- 2.7. For injuries of a serious nature, the Principal/Supervisor or designate shall notify the school's Superintendent of Student Achievement; Health and Safety Department and the Business Services Officer.

### **3. Liability Insurance**

The Board is a member of the Ontario School Board's Insurance Exchange (OSBIE). OSBIE will respond to any liability action brought against the Board, its employees or volunteers who are working within the scope of their duties for the Board.

### **4. Retention of Incident Reports**

OSBIE Incident Reports do not need to be retained at the school level as they are accessible on the OSBIE portal by the Business Services Officer and OSBIE staff.