

PROCEDURE 162	
Adopted	November 28, 2000
Last Revised	February 1, 2023
Review Date	February 1, 2028

TREATMENT OF INJURED OR ILL STUDENTS AND EMPLOYEES

1) PURPOSE

This administrative procedure outlines the process for treatment of injured or ill students and employees and describes the responsibilities of principals and site supervisors.

2) INITIAL FIRST AID

If a situation occurs that involves a student and/or an employee and that student or employee is injured or becomes ill, the principal, site supervisor or their designate will be responsible for ensuring necessary medical attention to the best of their ability.

3) PROCEDURES FOR EMERGENCY ASSISTANCE

If assessment of the injury or illness requires transportation to a medical facility, then the following steps should be taken:

- a) Call as soon as possible, 911 or appropriate telephone number of emergency assistance, and the parent/guardian or next of kin for that student or employee.
- b) State the nature of the call. If an emergency vehicle has been called give a clear description of the injury or illness, gender and approximate age of the injured or ill person, address of the school/site location and front entrance to the school/site.
- c) Identify someone familiar with the location of the student or employee to meet the emergency medical team at the entrance identified.
- d) Take the emergency team to the patient as quickly as possible.
- e) Remove all unnecessary persons from the area of the patient.
- f) Certain medical conditions may require a special protocol to be implemented, for example, a medication procedure for students or employees.

4) FOLLOW UP

- a) If an employee has not been able to report the incident to the principal or other supervisor, then, following patient stabilization and/or transportation to an appropriate medical location, the principal or other supervisor must be contacted.

- b) The principal or other site supervisor shall promptly contact Business Services of Hastings and Prince Edward District School Board to notify them of the injury or illness.

5) ACCIDENT REPORT

- a) A Student Accident Report must be completed and forwarded by the principal, site supervisor, or designate and submitted to OSBIE as soon as possible. If the injury is serious, and immediate medical attention is required, Business Services should also be notified. Pertinent details received after submission can be directed to Business Services.
- b) An Employee Accident/Violent Incident Report in clevr must be completed by the principal, site supervisor or designate if the employee is not able to, within 24 hours of the incident occurring.
- c) A Supervisor's Accident/Violent Incident Investigation Report in clevr must be completed by the principal, site supervisor or designate within 24 hours of the incident occurring if the incident results in lost time, health care or modified work.
- d) If the incident to the student or employee results in a critical injury, the incident must be reported to the Health and Safety Officer immediately in order to determine if the Ministry of Labour, Training and Skills Development is to be notified. Under the *Occupational Health and Safety Act* (OHSA) a critical injury means an injury of a serious nature that:
- i) places life in jeopardy,
 - ii) produces unconsciousness,
 - iii) results in substantial loss of blood,
 - iv) involves the fracture of a leg or arm but not a finger or toe,
 - v) involves the amputation of a leg, arm, hand or foot but not a finger or toe,
 - vi) consists of burns to a major portion of the body, or
 - vii) causes loss of sight in an eye.

Legal references

- *Ontario Workers' Compensation Act*
- *Workplace Safety and Insurance Act*
- *Occupational Health and Safety Act*

District references

- Administrative Procedure 149 - Safety and Well-Being of Students and Staff
- Administrative Procedure 320 - Staff Administration of Medication and/or Medical Procedures
- Administrative Procedure 421 – Safe Workplace: Violence in the Workplace
- Form 421-1 – Employee Accident/Violent Incident Report
- Form 421-2 – Supervisor's Accident/Violent Incident Investigation Report