



Niagara Catholic District School Board  
**STUDENT ACCIDENTS AND ILLNESS**  
ADMINISTRATIVE PROCEDURES

300 – Schools/Students

No 303.3

Adopted Date: June 20, 2023

Latest Reviewed/Revised Date: May 28, 2024

## PREAMBLE

The Niagara Catholic District School Board recognizes that appropriate procedures are required to reduce risk of potential injury at school. The implementation of the Board Student Accident and Illness Administrative Operational Procedures support safe and healthy schools in the Niagara Catholic District School Board.

## PURPOSE

The Niagara Catholic District School Board recognizes the importance of the health, safety and overall well-being of its students and is committed to taking steps to reduce the risk of injury. These Administrative Operational Procedures enable our schools to effectively:

- Provide for the immediate needs and requirements of students who have sustained an injury
- Ensure that adequate resources and procedures are in place to deal with accidents and injuries as they arise
- Ensure lines of communication with parents/guardians are in place
- Provide a common safe approach for the administering of First Aid by certified staff

## DEFINITIONS

**Catastrophic Injury** is defined by the Niagara Catholic District School Board, 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.

**Major Injury:** when the injured party requires hospital admission (excluding minor outpatient treatment).

**Significant Injury:** includes any injury outside the “catastrophic” definition that includes any broken bones: e.g., collarbone, toes, ankles, wrists, torn ligament or dental injuries etc., and usually require medical treatment.

**Minor Injury:** includes minor cuts, scrapes, bruises, bumps or sprains that may require first aid but not medical treatment.

## GUIDELINES

1. Every school shall provide and maintain a first aid kit 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. The principal will ensure that First Aid supplies are inspected on a regular basis and maintained at an appropriate level.
3. Individual differences in schools and circumstances will influence the principal's application of the procedures contained in this document.
4. With parental consent, pertinent updated information on serious chronic illness, allergies and medical should be maintained in the Edsebli database. [Supporting Children and Students with Prevalent Medical Conditions Policy 302.1](#)
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.
6. The principal shall review with each teacher concerned, in September, the existence of any medical conditions that may require an emergency response.

#### Initial Response to any Injury

1. Administer first aid. Each school and worksite has a staff member who is certified with first aid training. Where necessary the accident site may be disturbed to administer first aid or to prevent further injury or damage.
2. If necessary, call for an ambulance (911) or arrange for the injured person to be transported to the hospital or a doctor.
3. Notify the parent(s).

### RESPONSES TO MINOR AND MAJOR SITUATIONS

1. A “minor situation” shall be defined as one that can be handled at the school; by school personnel.
2. A “significant and major situation” shall be defined as one that requires the attention of a health care professional.
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.
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 by communicating with the parent.
5. The principal or designate will contact the parent 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 provides consent. The principal will keep a record of the discussion with the parent.
6. If the student is unable to return to class within a reasonable time, the principal or designate will contact the parent to make arrangements for the student to be picked up at school.
7. When a significant/major situation arises the adult who discovers the situation shall:
  - remain with the student;
  - send for help and request medical attention as appropriate.
8. Once assistance is available a decision is made in respect to the urgency of medical attention.
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.
10. After the ambulance is called, the school shall secure the following information and relay it to the ambulance attendants:
  - a description of the accident or illness;
  - action taken;
  - name of family physician;

- other pertinent medical information.
11. Without interfering with the process of securing medical assistance, the parents/guardians shall be notified.
  12. Complete and submit an OSBIE Incident Report Form (link provided below).

## CATASTROPHIC OR FATAL ACCIDENT TO A STUDENT

A tragic 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.

Catastrophic or fatal accidents, because of their seriousness, the sensitivity involved and expected parental and the public scrutiny, require the principal to follow the Niagara Catholic Compassionate Care Response Guide and/or Student Accident and Illness AOP.

The following additional action will take place as soon as possible following the critical catastrophic injury or death of a student while in the care of the Board, or while on Board property, or at a Board workplace.

- The accident is to be reported immediately to the Principal or Supervisor or designate.
- The Principal, Supervisor or designate must notify immediately the following:
  - i. Superintendent of Education, Coordinator of Health and Safety, the Director of Education who will then alert the Communications Officer.
- In the event of an injury which may have resulted from a criminal offense, the Principal or Supervisor or designate must also contact the police.
- Principal or Supervisor take a photo of where the incident occurred and to preserve any video surveillance. If possible, ask “How did this happen?” or “what caused you to fall?” and make a notation of any hazard or debris in the area. Make a notation of the claimant’s footwear and presentation (glasses, appeared intoxicated/medicated), and of witness identity and observations.
- 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.
- The Director of Education or designate will immediately contact OSBIE to verbally report the incident.
- The principal of the school will instruct their staff that all public inquiries are to be referred to them.
- Media inquiries are to be referred to the Director of Education/Communications Officer.
- The Superintendent of Education, Coordinator of Health and Safety and Principal shall meet together to review the incident.
- The Superintendent of Education will meet with the Director of Education to review all relevant information regarding the incident.
- The Superintendent of Education will attend any interviews involving the Principal and police.
- The Director of Education will consult with the parents before issuing any detailed statement that may be made to the media.

\*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.

## STUDENT ACCIDENT INSURANCE

1. The Board will make available to all students an Accident and Life Insurance Program. Participating in such a program is voluntary and the costs are to be paid by the parents or guardians. Following the Niagara Catholic District School Board Educational Field Trips AOP, Student Accident Insurance is required for any Out of Province trips.

2. Principals are encouraged to outline the benefits of Student Accident Insurance to parents emphasizing the fact that accidents do happen and that student injuries are not covered by any insurance coverage held by the School Board.
3. Student Injuries - Community Involvement
  - Secondary students working on their 40 hours Community Involvement Diploma Requirement are encouraged to seriously consider purchasing a Student Accident Insurance Plan. Should an injury occur to a student while completing the 40 hours Diploma Requirement, there is no insurance coverage for the injury unless the student/parent/guardian has purchased coverage through the Student Accident Insurance program. If a student who is working on the 40 hours Community Involvement Diploma Requirement is injured during the work program, this WSIB coverage is not available to the student.
4. Student Injuries - Co-operative Education
  - Students participating in the Co-operative Education program receive Workplace Safety and Insurance Board (WSIB) coverage through the Ministry of Education or Ministry of Training, Colleges and Universities.

**Resources:**

- [\*Compassionate Care Guide\*](#)
- [\*First Aid Plan and First Aid Emergency Response\*](#)
- [\*OPHEA - Medical Conditions\*](#)
- [\*OSBIE Blog - Report Submission\*](#)
- [\*OSBIE- Tips for Post Injury Response\*](#)
- [\*Niagara Catholic Concussion Protocol\*](#)

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