

Administrative Procedure 312

Revised: January 2011

ACCIDENT AND INCIDENT REPORTING

Background

The timely reporting of accidents and incidents in a consistent manner is necessary to protect and safeguard the well-being of students, employees, volunteers and visitors while engaged in school division activities. Furthermore, accident and incident reporting is essential to managing the school division's liability risk.

All employees have an important role to play in risk management. This includes implementing safe practices in the work and school environment. The goal of risk management is to protect students, employees, volunteers and visitors from injury and to minimize the loss of property. An integral part of risk management is to learn from accidents or incidents that take place so that future accidents or incidents can be minimized or, where possible, eliminated. Principals, non-school based administrators and other supervisory staff are responsible for investigating the cause of an accident or incident and taking appropriate action that may be necessary to mitigate a recurrence. This includes reporting and arranging for any repair or maintenance items that may present physical hazard.

Value and Core Commitment Link

"All God's Children"

- "Our schools provide a welcoming safe and accepting sanctuary."

"Stewardship"

- "We respect and protect God's creation."
- "We ensure that our resources and efforts best serve the educational needs of all our students."
- "We are accountable to our supporters and will operate in a fiscally responsible manner."

Procedures

1. Hazards

- 1.1 In order to prevent accidents, all staff members shall attend promptly to unsafe conditions involving equipment, building and school grounds. Care must be taken to see that unsafe equipment is not used and that any such equipment and other unsafe conditions are reported immediately to the head caretaker who shall then make a record through the school division's online incident reporting system (iVos).

2. Incidents

- 2.1 The following must be reported via the school division's online incident reporting system within five days of the occurrence of the incident. Where an incident involves the injury of a student, the parents or guardians shall be notified immediately. A paper copy, signed by the school Principal, a non-school based administrator, or another supervisory staff member must also be submitted to the Secretary Treasurer.
- 2.1.2 All incidents involving assaults, threatened violence, allegations of wrong doing, etc. or other occurrence of a serious nature with the potential to cause injury that occurs on school division property, or off school division property during off-site activities which involve students, employees, volunteers, visitors, and/or the well-being of the school division;
- 2.1.3 Any incident or occurrence where the individual's reaction (including that of parents and guardians) suggests that legal action against the school division could be possible;
- 2.1.4 Any damage, loss or theft of school division property (which includes school property), including building structures, contents, and division-owned vehicles;
- 2.1.5 Any environmental incidents such as chemical spills, asbestos contamination, etc.

3. Accidents

- 3.1 In the event of an accident the Accident/Incident Report Form must be completed by the staff member that observed the accident. Where an accident involves the injury of a student, the parents or guardians shall be notified immediately. This form must then be submitted to the Principal, a non-school based administrator, or another supervisory staff member for review and investigation. A designated individual will record the accident on the school division's online incident reporting system (iVos). A copy of the signed form shall be submitted to the Secretary Treasurer no later than five days after the accident has occurred. This includes:
- 3.1.1 All accidents in school or school division buildings, on school grounds, or at off-site locations (for school and division activities) that have resulted in personal injuries. This would include, but is not limited to, accidents that occur during class, on the playground before, during and after school, during after-school sports activities.
- 3.1.2 Any accident where the individual's reaction (including that of parents and guardians) suggests that legal action against the school division could be possible.
- 3.1.3 Accidents involving students, staff, volunteers, or visitors. In the case of an employee, a Workers' Compensation form may be required.

4. Investigations

- 4.1 For more serious accidents or incidents, a more detailed investigation of the facts and circumstances may be required. The Secretary Treasurer may request that the Principal, a non-school based administrator, or another supervisory staff member conduct further investigation of any accident or incident.

5. Insurance Claims and Legal Matters

- 5.1 Students and employees are generally covered by the school division's liability insurance policies when those individuals are acting appropriately on behalf of the school division. The school division's liability interests are protected, in part, through its insurance carrier and the provisions of its insurance policies. The Superintendent delegates to the Secretary Treasurer the responsibility to:
- 5.1.1 Report accidents and incidents to the school division's insurance broker in compliance with the insurance policies;
 - 5.1.2 Follow up with the Principal, a non-school-based administrator, or supervisor to ensure that appropriate action has been, or will be, taken to prevent recurrences; including cases where repairs and maintenance are required and where risk management practices need to be strengthened;
 - 5.1.3 Maintain records to support insurance claims made by the division, and to assist in defending against claims advanced against the division;
 - 5.1.4 Ensure that appropriate Principals and other supervisory employees, and employees directly involved are advised of any developments, where appropriate, in individual cases; and,
 - 5.1.5 Make whatever arrangements may be necessary for meetings and consultations concerning the matter, particularly when the Division's insurance company appoints an adjuster to investigate an accident or incident and needs to interview witnesses.
- 5.2 Individual employees shall not address liability questions or concerns directed to them about an accident or incident. Questions or concerns about liability relating to an accident or incident are to be directed to the Secretary Treasurer
- 5.3 The Secretary-Treasurer shall review the accident/incident reports and submit these to the Superintendent where litigation is threatened or pending.
- 5.4 The Superintendent shall bring to the attention of the Board, any accident/incident where litigation is threatened or pending.
- 5.5 Media statements concerning accidents or incidents shall only be made by the Superintendent.

Legal Reference: School Act, Sec 45(8)