

ROLLING RIVER SCHOOL DIVISION POLICY

Injury Reporting

EBB/P

The Board acknowledges that the safety of students, employees and school visitors is a primary responsibility of the Division. However, injuries may occur while students, employees and visitors are at the school or other Division worksites. Reporting and accountability for these events will be maintained as follows:

A. Serious Injury: Those injuries that require medical attention (Examples: serious cuts, sprains, broken bones, injury to eye, head, face and back).

1. Whenever possible, in the event of injury, the student's parent or guardian shall be notified and advised of action taken.
2. In the event the parent or guardian of a student is not available, or in the event of an immediate danger resulting from a serious injury, the School Principal /Supervisor is responsible to identify if the injury requires immediate medical care and if first aid should be provided. An ambulance, the police, or private car will be arranged to transport the student, employee or visitor to the nearest hospital. A parent or guardian of student or next of kin of employee or visitor will be notified of such action as soon as possible thereafter. A teacher or other responsible adult will accompany the student, and if necessary the employee or visitor, to the source of medical aid.
3. The cost of the ambulance, if any, will be the responsibility of the student's parent or guardian or the employee or visitor requiring medical attention unless covered by the Division's insurance. The School Principal / Supervisor will direct that the invoice for the services of the ambulance be forwarded accordingly.

B. Minor Injury: Those injuries that do not require medical attention (Examples: minor scratches, scrapes, bruises, cuts).

1. In the case of a minor injury, the School Principal / Supervisor will arrange for appropriate first aid to be provided and will keep the patient under observation until the student's parent or guardian can be reached.
2. The School Principal / Supervisor will ensure that a parent or guardian or some other responsible adult picks up a student or is at home to look after a student who is sent home after a minor injury.

C. Corrective Action

1. The Principal / Supervisor will assess the reason for the injury and will ensure that if it occurred as a result of conditions at the school / worksite which can be corrected, the Principal / Supervisor will take action to remedy the situations and/or report the condition to the proper authorities.

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D. Reporting Injuries

1. Student injuries will be reported to the Superintendent and the Manitoba school Insurer on the day that the injury occurs. A *Manitoba School Insurance Student Accident Incident Report* must be completed on-line as per regulations.
2. Non-student injuries will be reported to the Superintendent and the Manitoba School Insurer on the day that the injury occurs. A *Manitoba School Insurance Non Student Accident Incident Report* must be completed on-line as per regulations.

The Superintendent will report serious student and non-student injuries / incidents to the Minister of Education.

Reference: For employee workplace accident / incidents and student or visitor accidents / incidents in Industrial Arts, Home Economics, Vocational and Science Shops and Labs - also refer to Policy and Regulation GBEC - Workplace Accidents Report

**Index
Regulation**

Date Adopted: Unknown

Date Revised: April 20, 1990

Date Revised: March 9, 2006

Date Re-affirmed: November 17, 2009

ROLLING RIVER SCHOOL DIVISION REGULATION

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School Principals will report student and non-student injuries to the Manitoba Schools Insurance Program – Hayhurst Elias Dudek (HED) Insurance electronically / online via the HED website as per the following procedures.

1. Visit the HED website at www.hedinc.com
2. Click
 - i. Online Claims Reporting
and then
 - ii. School Accident Incident Reporting
3. Enter
 - i. User name: *Rolling River*
 - ii. Password: (Contact the Division Administration Office for the password)
4. Select the form to complete
 - i. For student injuries complete the Student Accident Incident Report Form
 - ii. For visitor and employee injuries complete the Non Student Accident Incident Report Form
5. Complete the form
6. For student and non-student injuries.
 - i. Enter “Submit”. The Manitoba Schools Insurer – HED Insurance will automatically receive the completed report and automatically forward a copy of the completed form to the Division Superintendent.
 - ii. After submitting the completed form, print a copy of the form for your records.
7. Maintain a copy of all completed Accident/Incident Reports and file chronologically under the following categories:
 - i. Student Injuries
 - ii. Non Student Injuries

Reference: For employee workplace accidents / incidents and student or visitor accidents / incidents in Industrial Arts, Home Economics, Vocational and Science Shops and Labs - also refer to Policy and Regulation GBEC - Workplace Accidents Report.

Index Policy

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