



# ADMINISTRATIVE PROCEDURES

**SUBJECT: INCIDENT REPORTING**

The Board purchases insurance coverage from the Ontario School Boards Insurance Exchange (OSBIE). The Exchange is a school board owned, non-profit insurance program dedicated to insure member school boards against losses and to promote safe school practices.

The following is a summary of the role of the Principal in administering school incident reports.

## 1. Liability Incident Reporting

- 1.1 School Principals shall ensure that an Incident Report Form is completed on any matter involving personal injury requiring medical attention, to:
  - 1.11 a student,
  - 1.12 a visitor to the school site, or
  - 1.13 where damage has been caused to property not owned by the Board.
- 1.2 Timelines: When an incident occurs, the Incident Report should be completed and submitted within 48 hours of the occurrence of the event.
- 1.3 The Principal or designate will complete an Incident Report.
- 1.4 Preferably, the electronic form (Appendix A) available on-line at the OSBIE website ([www.osbie.on.ca](http://www.osbie.on.ca)) will be completed. The username and password are available from the Administrative Assistant to the Superintendent of Business at the Sarnia Education Centre.
- 1.5 An original OSBIE form (Appendix B) may be completed and forwarded to the Administrative Assistant of Business.
- 1.6 Depending upon the circumstances reported, the Claims Manager may choose to open a claim file and commence an investigation, seek further information or process the form for risk management review.

## 2. Reporting of Personal Injuries

In the event that a serious injury requiring hospitalization (excluding minor outpatient treatment) occurs on school premises or during an off-site school activity, the Principal shall ensure the following procedures are taken:

- 2.1 Notify a parent or guardian.
- 2.2 Telephone the OSBIE Claims Department (**1-800-668-6724**) **immediately** to report the incident with full details.
- 2.3 Notify the Administrative Assistant of Business at the Sarnia Education Centre to report the action taken by school staff.
- 2.4 Based on information provided during the telephone conversation, the Claims Examiner will determine an appropriate course of action. If the incident has the potential to develop into a serious claim, an adjuster will be appointed promptly.
- 2.5 The Claims Examiner will inform the Principal and the Administrative Assistant of Business, of the name of the adjusting firm who will investigate the incident on behalf of OSBIE and the Board.
- 2.6 Cooperation with OSBIE and its representatives during the investigation is of utmost importance. During the investigation, information should not be provided to any other parties (except police) not acting on behalf of OSBIE.

### **3. Reporting of Property Damage and Loss**

- 3.1 Complete the Damage/Loss Report (Appendix C) and forward:
  - 3.1.1 original to Accounts Receivable, Chatham Ed. Centre
  - 3.1.2 copy to Maintenance Services, Chatham Ed. Centre
- 3.2 All property and boiler losses that may exceed the Board's deductible (\$25,000.) must be reported immediately by contacting the OSBIE claims department.
- 3.3 Losses that occur after hours should be called directly to the Manager of Plant and Services and reported to OSBIE the next business day.

### **4. Reporting of Crime Incident**

- 4.1 Notify the OSBIE claims department immediately of any loss arising out of:
  - 4.11 theft, fraud, forgery by employees, board members or volunteers;
  - 4.12 counterfeit money orders or paper currency;
  - 4.13 robbery & burglary;
  - 4.14 computer fraud (ex. large amount of money unaccountable for in an account)

### **5. Legal Notices**

- 5.1 Should a Principal, teacher or staff member receive any legal communication, be it verbal or written, he/she must call the Administrative Assistant of Business immediately. Any written communication including but not limited to: a lawyer's letter, Statement of Claim or other document must be forwarded **immediately**. Time is crucial, as there may be a limited period for OSBIE to respond to these documents.

- 5.2 Under no circumstance should the Board or any school engage lawyers in any matter that involves OSBIE. Involvement of an outside lawyer may adversely affect the outcome of any claim that is in negotiation.

## **6. Communication**

- 6.1 Should the Claims Manager determine that an incident requires an investigation, the board contact and the school will be notified of the intention to investigate the incident and may be requested to assist.
- 6.2 During the investigation, no information regarding the incident is to be provided to anyone other than OSBIE or police.
- 6.3 Injuries to employees must be reported to the Workplace Safety and Insurance Board.

Implementation Date: December 12, 2001

Reference: Ontario School Board Insurance Exchange