

CLASS Business Unit:	Community Use of Schools
Operating Procedure:	Injury Reporting
Reference:	CUS-PRO-008-2010
Adopted:	May 1, 2019
Revised:	May 18, 2024

1.0 Emergency Response

All rental groups **must** have an appropriate plan in place to deal with emergencies, such as; medical emergencies, fire, natural disasters etc. while on board property.

- a) Event Supervisors should familiarize themselves with the school's layout; where closest fire exits are, location of school's AED, area's designated as Tornado 'safe spots' and location of outdoor 'assembly area' etc. A site tour can be scheduled with the CLASS Rental Office prior to the first rental date.
- b) Event Supervisors are responsible for the enforcement of all Fire Safety Regulations and must inform all participants/spectators of emergency evacuation procedures and locations. Obstructions should never be placed in corridors or in front of fire exits and at no time should fire protection equipment be disabled or impeded. Fire Wardens should be appointed for large community events.
- c) Rental groups are expected to have medical emergency procedures in place including a concussion protocol containing information on concussion prevention, identifying symptoms and signs of a concussion, initial response procedures for a suspected concussion, and management procedures for a diagnosed concussion.

2.0 Injury

Rental groups shall not hold CLASS, the school boards, their staff or agents responsible for any instances of bodily injury, sickness, disease or death sustained by rental group participants or program spectators while on board premises.

2.1 Rental Group Injury Reporting Responsibilities

- 2.1.1 If an injury occurs during a rental period on board property the Event Supervisor should take appropriate response (first aid, call 911 etc.) then report the incident to the custodian.

2.1.2. The Permit Holder must report the incident to the CLASS Rental Office the next business day using the online 'Injury Report'.

To submit the 'Injury Report' the Permit Holder must:

- Go to <https://cklass.ca/services/community-use-of-schools/>
- Click on the Incident Report link located in the menu on the right.
- Click on 'Injury Report' and follow the prompts. (example attached)

An example of the 'Injury Report' is attached to this procedure.

2.1.3. The rental group should also report the incident to their insurance company, whether that is through the OSBIE Community User Group Insurance program or through another insurance provider.

3.0 Critical Injury

Critical Injury refers to an injury of a serious nature that: places life in jeopardy; produces unconsciousness; results in substantial loss of blood; involves the fracture of a leg or arm; involves the amputation of a leg, arm, hand or foot; consists of burns to a major portion of the body; or causes the loss of sight in an eye.

If there's any doubt if it's a 'critical injury' or if the person's taken to hospital by ambulance, then treat as a critical injury.

3.1 Rental Group Critical Injury Reporting Responsibilities

- a) Stop activities, vacate and secure the site,
- b) Ensure medical treatment is obtained,
- c) Report the incident to the custodian.
- d) Additionally, the permit holder must report the incident to the Rental Office the next business day using the online 'Injury Report'.
- e) The rental group should also report the incident to their insurance company, whether that is through the OSBIE Community User Group Insurance program or through another insurance provider.

4.0 Appendices

4.1. Online Injury Report

Community Use of Schools - Injury Report

Permit number *

Name of your organization *

Your first and last name *

Your daytime phone number *

Your email address *

Time and date of the incident *

Name of school where the incident occurred *

Location of the incident (e.g. classroom, gym, cafeteria) *

Nature of the incident (e.g. sports injury, slip or fall) *

Description of the injury (e.g. broken finger on left hand) *

Description of the incident and how it occurred *

e.g. John Smith collided with another player while playing volleyball and he broke a finger on his left hand.

Injured person (first & last name) *

Action taken (check all that apply)

- Administered First Aid
- Contacted EMS/Called 911
- Taken to hospital by ambulance
- Hospitalized - Treated and released
- Hospitalized - Admitted

Witness (first & last name) *

If the injury was a Critical Injury was it reported to the Ministry of Labour? Indicate YES or NO *

A Critical Injury is an injury that places life in jeopardy; produces unconsciousness; results in substantial blood loss; involves the fracture of a leg or an arm or amputation of a leg, arm, hand or foot; consists of burns to a major portion of the body; or causes the loss of sight in an eye.

Submit