



AUDIT COMMITTEE
Report No. 19-046

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Student/Visitor Incidents Reported to OSBIE

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PURPOSE:

1. To provide the Audit Committee with a summary report on the various types and number of student/visitor incidents reported to the District's insurer, the Ontario School Board Insurance Exchange (OSBIE) for the period 1 September 2017 to 31 August 2018.

CONTEXT:

2. One of the duties of the Audit Committee is to provide oversight of the District's risk management issues.

Incident reports are submitted to OSBIE to inform our insurer of incidents that have occurred that may result in potential claims. This information is also reviewed by Risk Management staff to allow for follow-up with principals and for discussion with other departments, such as the Health and Safety and Facilities divisions, as required, to mitigate the occurrence of further incidents.

KEY CONSIDERATIONS:

3. OSBIE Incidents Reported
For the period of 1 September 2017 to 31 August 2018, there were 1906 OSBIE incident reports entered by schools. The incident reports documented injuries sustained by students while on District property or while participating in District events away from District property, for example, field trips or off-site sporting events. Visitor accidents involving injuries that occur on District property are also reported to OSBIE and included in this report.

Daily electronic copies of the incident reports filed with OSBIE are also received by Risk Management staff, where they are reviewed and sorted into various categories based on the type of accident and the cause of accident. Appendix A (attached) categorizes the year-to-year comparison of injuries by cause, and Appendix B (attached) are the 2017-2018 injuries categorized by type and cause.

The most frequently reported injury type was head injury. There were 225 reports that contained concussion or possible concussion in the description. Where the

incident reports a concussion or suspected concussion, school staff have been instructed to follow the concussion management procedure PR.561.SCO to support the students as they return to school after injury.

For the 2017-2018 school year, OSBIE changed the format for reporting incidents by providing the opportunity to assign multiple categories of injuries to a single incident report. While this enhanced reporting provided additional information, it created a further challenge for comparing District data to the provincial data now, and over the next few years.

Sports injury remains a frequently reported cause, 572 incidents were reported. There were additional sports categories added to the OSBIE incident reporting as follows:

- 290 Sport - gym class
- 22 Sport – intramural
- 64 Sports – recess activity
- 196 Sports – school team
- 572 TOTAL

Slip or fall, the next most reported incident, was another category that was modified in the OSBIE incident reporting to allow staff to select more detail at the time of entry. There were a total of 362 reports identified under a fall category.

- 78 Fall - ice
- 39 Fall - Snow
- 237 Fall - Trip
- 8 Fall – Water
- 362 TOTAL

The reduction in the number of incidents reported to OSBIE is a result of in-person training with principals, vice-principals, and some department heads on incident reporting requirements and sound risk management practices with respect to student safety.

4. Analysis of Student Incident Reports

Risk Management staff monitors and investigates where: there are numerous incidents reported from one school; incidents that may occur in other schools; and where there are identified property issues that could cause incidents to happen at other locations as well. These investigations quite often involve a multi-disciplinary team comprising of staff from the Risk Management, Health and Safety, Facilities divisions and principals and school staff. The investigations provide opportunities to communicate potential systemic concerns with other schools and departments, to prevent similar incidents from occurring and to implement changes in procedures or practices in an effort to mitigate risks.

Using the descriptions and details entered by the schools on the OSBIE incident report, further analysis occurred using the criteria for completing an OSBIE incident form as outlined in procedure PR.553.HR, Health and Safety-Student or Visitor Accidents-Insurance and Reporting, specifically:

- a. If there was a fatality or critical injury;
- b. If there was admittance to hospital; and
- c. If there were out-of-pocket expenses incurred i.e., braces, crutches, ambulance costs, dental expenses.

The intent is to compare District data with OSBIE province-wide data with the goal of identifying similar incidents and developing and implementing new or improved risk mitigation strategies. However, OSBIE's current data is reported on a calendar year basis which does not allow staff to accurately compare it to OCDSB data at this time. OSBIE is working to provide the information on a school year basis.

The analysis of student incidents identifies the severity and the frequency of incidents, which leads to the implementation of risk control techniques to prevent or reduce the number of future incidents. Monitoring the effectiveness of the risk controls and revising the controls, where needed, completes the risk assessment loop with the goal of incident reduction. The risk assessment and management process is ongoing.

RESOURCE IMPLICATIONS:

5. Risk analysis and preparation of this report is part of staff's regular duties and is included in the annual operational budget.

COMMUNICATION/CONSULTATION ISSUES:

6. Communication regarding the investigating and documenting of incidents with schools is ongoing and staff offers risk management information and advice to schools on a continual basis.

Staff is in constant communication with OSBIE, where information is shared to mitigate incidents and to develop loss prevention strategies.

STRATEGIC LINKS:

7. To ensure that the Ottawa-Carleton District School Board is able to effectively maintain and operate safe and healthy learning and working environments for its students and staff and by reviewing and monitoring of student incidents this allows staff to develop and implement further risk mitigation strategies where required. The resulting effect is enhanced operational practices to efficiently and responsibly manage financial resources in support of students and their well-being

GUIDING QUESTIONS:

8. The following questions are provided to support the discussion of this item by the Committee:
 - How does this work connect with the OCDSB Strategic Plan?
 - How will this work benefit students?

Michael Carson
Chief Financial Officer

Camille Williams-Taylor
Director of Education and
Secretary of the Board

APPENDICES

Appendix A – Year to Year Comparison of OCDSB Injuries by Cause

Appendix B – 2017-2018 OCDSB Injuries by Type and Cause