W.R.D.S.B. EDUCATIONAL ASSISTANTS ASSOCIATION

eUpdate

The Latest Information to Keep YOU Informed



Your EAA needs you!
There are several active committees that are in need of volunteers. Email wrdsbeaa@gmail.com if you are interested or want further information.
Our current committees are:

1. Constitution Committee
2. PD Day Committee
3. EAA Appreciation Award Committee
4. Student Awards Committee
5. Elections Committee



EAA upcoming Virtual Town Hall meetings

Topic: Supply EAA Members and New Hires

*Ask*Listen*Share*

Tuesday, October 26th 6:30 - 8 pm

Registration link: https://us02web.zoom.us/meeting/register/tZUvde-rpzIiEtS2raGYDjIzYVG5Q62TQifk

Please take the time to complete the supply member questionnaire to help us serve you better

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Topic: Key Members in School

The EAA is looking for a KEY member to represent each school. Join us to learn more about the role.

Wednesday, November 3rd 6:30 - 8pm

Registration link: https://us02web.zoom.us/meeting/register/tZwvdOyoqD4jHNWqqxuCeJKGkrvU3VyNPQiE



'FAIL TO FILLS'

We have heard from many of you about concerns around "Fail to Fills".
We continue to keep this issue on our meeting agendas both locally and provincially.
We are in the process of collecting hard data on the issue. If your school site experiences a fail to fill send an email to **wrdsbeaa@gmail.com** with:

1. Name of School
2. Date
3. Number of Fail to Fills
4. Additional Comments

Incident Reporting

It is important for your safety and protection that you fill out an incident report every time an incident occurs or to report a hazard. You may not have an injury now but something could develop in the future. We need a document trail to help support your claim whether it is for a physical injury or a mental stress injury. Behaviour logs are important but these do not factor in when you need treatment. Incident reports, along with behaviour logs, aid us in getting help and support for our students.
Online incident reports can be completed on school owned computers, iPads and chrome books. You should be given time during your work hours to fill out incident reports. This is a part of your incident debriefing which should occur after an incident.

To access the form visit wrdsb.ebasefm.com/ir.

Select “Employee Incident/Accident Report (HR-05-770)” from the **“Workflow”** drop down menu

When should I complete an incident report?

- When you are injured, seek health care or lose time from work
- When there is a threat, attempt or act of violence of a serious nature towards you
- When a student is exhibiting new or unplanned behaviour not identified in the students safety plan
- When you feel the behaviour the student is exhibiting would require additional or alternative procedures, training, PPE or resources to manage the behavior
- When the student is exhibiting behaviours that have increased in frequency or severity
- When you feel it is necessary to report a hazardous situation to Admin

Examples of what constitutes First Aid

- If you have to assess your body for bruising or abrasions
- If you require ice for swelling
- If you require Advil or Tylenol for pain or discomfort
- If you require bandages
- If you have to raise your leg or arm to reduce swelling

Health Care

When you see a Healthcare professional (your doctor, an emergency room visit) a WSIB form 8 should be generated. This form is submitted to WSIB electronically on your behalf. Even if you end up not missing any work it is important that this form goes into your record in case you have any symptoms in the future. Be sure to complete the WSIB Form 6 , inform the Wellness Department that you sought medical treatment.wellness@wrdsb.ca and reach out to the EAA office.

Extended Day Incidents

When you fill out an incident report during Extended day hours could you please make a note of that fact in your description of the incident. We would

Mark your Calendars!

EAA Virtual General Meeting

November 15, 2021 @ 7pm
Details to follow

Meet the 2021-2023 EAA Executive.

Any questions? Reach out to us. We are here to help!

The 2019-2022 EAA Collective Agreement is now posted on the EAA website.

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