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

eUpdate

The Latest Information to Keep YOU Informed



Incident Reporting

We have had some discussion with Members and Administrators about the online incident reporting system. There has been some conflicting information given so we want to share the correct answers.

It is important for your safety and protection that you fill out an incident report every time an incident occurs. 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.

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.

If you have a WSIB claim please see the attached EAA document - What to do if you are Injured in the Workplace for your next steps.

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 like to keep track of incidents that are happening to our Members during those hours.

If you have any questions about incident reports and this process please email me at lwilsoneaa@gmail.com

Lynn Wilson
Health & Safety Officer
Educational Assistants Association

Please click the link: ***WHAT TO DO IF YOU ARE INJURED IN THE WORKPLACE***

Find all the info you need!

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