



## Off-Campus Injury Reporting Procedure

### Injury to Student



#### Students report injury to Employer and Off-Campus Teacher

- Medical treatment provided
- Parent/Guardian contacted immediately by Employer
- Off-Campus Teacher contacted by Employer, or if unavailable, call CBE Emergency: **403-214-1131**



#### Students Complete:

- WCB Worker's Report of Injury of Occupational Disease Form

#### Employers Complete:

- WCB Employer's Report of Injury or Occupational Disease Form (**do not insert account number**)
- WCB On-Site Health Centre Report



#### Reports Given Immediately to Off-Campus Teacher to:

- Follow-up with Parent/Guardian and Student
- Complete CBE Accident/Incident Report Form
- Check accuracy of all reports
- Fax completed forms to Chinook Learning Services at: **403-777-7229**  
Attention: Off-Campus Co-Ordinator



#### Off-Campus Co-Ordinator:

- Insert Alberta Education's account code on WCB forms and sign name, plus write:  
***"on behalf of Alberta Education"***
- Fax completed WCB forms within 72 hrs. to:
  - Curriculum Sector: 780-422-3745
  - Workers' Compensation Board: 780-427-5863
- Fax completed CBE Accident/Incident Report to:
  - Risk Management: 403-294-8458
- Maintain original copies of forms for student file
- Consult with employer on how to prevent similar incidents from occurring in the future