

POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
SERIOUS INJURY REPORTING	JLE

I. POLICY

The Louis Riel School Division (Division) holds as paramount the safety and well-being of students. The Division recognizes that school staff, due to their access to children, are in a unique position to identify and report children who sustain serious injury.

The Division upholds its responsibilities as a public body that provides a reviewable service under The Advocate for Children and Youth Act (ACYA) and thus mandates the reporting mechanism outlined in the **GUIDELINES** and **PROCEDURES** below.

II. GUIDELINES

A. Response and reporting procedures relating to emergent situations involving student injury are detailed in:

- [Policy JLCE-I – First Aid and Emergency Medical Care](#) and its associated [administrative protocol](#); and
- The Building-Specific Emergency Response Plan as per [Policy EBCA – Emergency Preparedness Plan](#).

B. A serious injury is defined under ACYA as an injury that:

- Is life-threatening;
- Requires admission to a hospital or other health care facility and is reasonably expected to result in serious or long-term physical or psychological impairment; or
- Is the result of a sexual assault that causes serious physical harm or is reasonably expected to result in long-term psychological impairment.

C. As defined under ACYA, a reviewable service includes:

- Mental health services for children provided by or on behalf of a public body or health care facility; and
- Addiction services for children provided by or on behalf of a public body or health care facility.

Adopted:	December 16, 2025	Legal References: The Advocate for Children and Youth Act (Manitoba) ; Serious Injury Reporting Regulation, M.R. 44/2023
Revised:		

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III. PROCEDURES

- A. When a staff member becomes aware of a serious injury involving a student, regardless of whether the injury was sustained at school or during a school activity, the staff member must promptly inform the Principal, who, in turn, must promptly advise the school social worker or school psychologist. If the clinician becomes aware of the serious injury independently, they may proceed directly to the next step.
- B. The clinician will complete the [Serious Injury Reporting Form](#) and submit it to the Supervisor of Student and Family Supports.
- C. The Supervisor of Student and Family Supports will ensure that the completed form is forwarded to the Manitoba Advocate for Children and Youth (MACY) in a timely and secure manner.
- D. This reporting mechanism is in addition to the legal obligation under The Child and Family Services Act to report concerns related to a child who is, or might be, in need of protection. See [Policy JLF – Reporting Concerns about a Child in Need of Protection](#).

Further Information from Manitoba Advocate for Children and Youth

- Serious Injury Reporting for Service Providers
<https://manitobaadvocate.ca/wp-content/uploads/2023/09/Serious-Injury-FAQ-Service-Provider-ENG-V2.pdf>
- Serious Injury Review and Investigations
<https://manitobaadvocate.ca/what-we-do/serious-injury-reporting/>

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