



## 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
- Submit Accident/Injury/Illness Report online available on [Staff Insite](#) (CBE login required)
- Check accuracy of all WCB reports
- Scan/email completed forms to Chinook Learning Services at: [CLS-SIS-OC@cbe.ab.ca](mailto:CLS-SIS-OC@cbe.ab.ca)



#### Off-Campus Co-Ordinator:

- Insert Alberta Education's account code on WCB forms and sign name, plus write:  
**"On Behalf of Alberta Education"**
- Send completed WCB forms within 72 hours by fax **and** email:
  - Email Alberta Education Curriculum Sector: [offcampusedu@gov.ab.ca](mailto:offcampusedu@gov.ab.ca)
  - Fax Workers' Compensation Board: 780-427-5863
- Maintain original copies of forms for student file
- Consult with employer on how to prevent similar incidents from occurring in the future