

Teaching Assistant - Incident Checklist –

Procedure for use of form –

1. T.A.'s complete the form as necessary listing physically aggressive behaviours resulting in injury to a Teaching Assistant or other support staff.
2. Completed forms are submitted to the Principal/Vice Principal for review and signature prior to submission to the Teaching Assistant Association. The Coordinator of Special Programs will receive the collated information.
3. Information on the form may be useful to school administration:
 - to support program reviews at ISRC/IPRC
 - to review program strategies/implementation in the classroom
 - to ensure that all injuries requiring medical attention have been reported on the appropriate WSIB form
 - to maintain an awareness of patterns of student behaviour e.g. before or after recess, first 30 minutes
 - to offer support and reinforcement to staff in particularly stressful times
4. The information on the form will be collated in consultation with Special Program staff and will be used to identify system wide program issues and to assist with the development of preventative program strategies and staff training. Please note that the use of this form is not intended to circumvent existing good practice of regular ongoing communication among teaching assistant, teacher and school administration. In addition, it is essential that an Accident/Incident Investigation Form is completed by the Principal as per Environmental Health & Safety Operating Procedures section 2.8.2 if medical attention is required and/or lost time occurs.

If you have any questions please contact Ana Lia Pauchulo at ext. 2320.