AP 3015-F1 Reporting Serious Injury to the Manitoba Advocate for Children and Youth (MACY)

For internal use – completed by school/staff and forwarded to the Superintendent's Department for review and possible reporting to MACY. This is not MACY's own reporting form; the Superintendent's Department submits the required report directly to MACY using MACY's designated method where reporting is confirmed.

Section 1: Student / Young Adult Information

Full Name	
Date of Birth	
Grade	
School	
Was the student (or their family) receiving a service listed in AP 3015, Section 2.0, at the time of the injury or within the year before it? If yes, specify which service.	
In care of CFS or another agency? (Yes / No / Unknown)	

Section 2: Injury Details

Date of Injury	
Date School Became Aware	
Location of Injury (if known)	
Nature of Injury (check all that apply)	☐ Life-threatening injury ☐ Hospital admission/care with reasonably expected serious or long-term impairment

	☐ Sexual assault causing serious harm or reasonably expected long-term psychological impact
Brief description (known facts only – who reported it, how staff became aware; avoid speculation)	
Was medical attention sought? If yes, where?	
Was a Serious Incident Report (AP 3210) completed?	
Was the family/guardian notified? By whom and when?	

Section 3: Initial Review (Principal or Staff Providing the Applicable Service)

Staff member/role providing the applicable service	
Date reported to Superintendent's Department	

Section 4: MACY Reporting Determination (Student Service's Department – internal use only)

Meets AP 3015 criteria for reporting to MACY?	☐ Yes – report to MACY ☐ No – document only (rationale below)
Rationale (if not reported)	
Date MACY report submitted	
Submitted by	
Confirmation report was securely transmitted	
Follow-up actions	

Section 5: Sign-Off

Principal / Designate – Name and Date	
Student Service's Department – Name and Date	
Superintendent's Department – Name and Date	

This form is confidential. Do not place in a student's cumulative record or Pupil Support File. Retain and dispose of in accordance with Division records procedures.