

ACCIDENT INFORMATION

Name of Person Involved _____

Person Involved (please check one) Student, Grade _____ Employee/Coach

Building/Location of Accident _____

Date of Accident _____ Time of Accident _____ a.m. p.m.

Details of Accident _____

Visible Injuries (bruises, cuts, etc.) _____

First Aid Procedures (if any) _____

Was person involved transported to medical facility/hospital? Yes No

Witnesses (if any) _____

Was parent/guardian notified? Yes, Date/Time Contacted _____ a.m. p.m.

Name of parent/guardian: _____

Response: _____

No, Explanation _____

Signature of Person Completing Report _____ Date _____

Principal/Supervisor's Signature _____ Date _____

Superintendent's Signature _____ Date _____

NURSE

School Nurse Follow-Up _____

School Nurse's Signature _____ Date _____

Form to be filed in Building's Principal Office once all signatures have been obtained. Copy to be given to Treasurer.

ADMINISTRATIVE GUIDELINES – STUDENT ACCIDENTS

In the event of a student accident or illness, staff members shall:

- A. **if properly trained**, administer first aid;
- B. report the accident to the appropriate administrator;
- C. summon professional medical assistance, if needed;
- D. in **all** cases, notify the parents of the accident by written report or by telephone and contact parents at once if the accident indicates professional medical care is required;
- E. record on the Student Accident Form 5340 as soon as possible, all pertinent facts concerning the accident and submit it to the Superintendent's office.

School personnel shall not diagnose illness or administer medication of any kind unless directed to do so by a physician or in accordance with Policy 5336 and/or AG 5330.

Records are to be kept on all injuries requiring medical attention which occur while students are on school property, in school buildings, on the way to or from school, or at school sponsored activities.

Each principal shall prepare in-building procedures for dealing with illness at school which ensure prompt attention to the child and proper communication with the parents.

For concussions and head injuries, see Policy 2431 and AG 2431C. Teachers or coaches who suspect a student has been concussed shall record on the Student Accident Form 5340 as soon as possible, all pertinent facts concerning the incident and submit it to the principal's office.

ADMINISTRATIVE GUIDELINES – ON-THE-JOB INJURY

Any employee incurring an injury while engaged in his/her performance of District duties shall report the details of the accident to his/her supervisor who, in turn, shall abide by the following procedures:

- A. Each principal/supervisor is to provide members of his/her staff with a Medical Identification Card that has been properly completed.
- B. The injured employee shall report to his/her principal's/supervisor's office and complete the Anthem Managed Comp Form selecting a health care provider certified by the Bureau of Workers Compensation. A list of qualified providers is available in each building or by calling 1-800-495-9222. An employee is personally liable for the costs of any treatment or care provided by an uncertified physician or hospital. The only exception will be if the injury is of a nature that it requires immediate emergency attention. In that case, treatment should be undertaken and the initial visit is ALWAYS covered for a work-related accident deemed compensable by the Bureau. A report of the accident made to the principal's/supervisor's office at the earliest opportunity.
- C. Dental injuries require an estimate and approval prior to correction.
- D. Except in emergencies, staff members are requested to use only hospitals and physicians approved by the insurance carrier in the treatment of work-related injuries. Each school and department shall maintain a list of those hospitals and physicians approved for treatment of school employees.
- E. All necessary medical referrals shall be made only by physicians approved by the insurance carrier. The Superintendent's office must be notified of any referral. Upon completion of medical care by a specialist, the employee must first report back to the referring physician for release prior to returning to work.
- F. All physical examinations are to be given by an approved physician.