

P3712 ACCIDENT REPORTING PROCEDURES

BOARD POLICY:

It is the responsibility of each building principal, administrator, or supervisor to report all accidents involving district employees, pupils, or visitors.

1. The following steps are to be followed when an employee, pupil, or visitor is severely injured:
 - a. Obtain appropriate assistance for the injured person(s), i.e., administer first aid, seek assistance from school nurse, alert the emergency medical system by calling 911, etc.
 - b. If immediate danger still exists, take appropriate action to eliminate the danger.
 - c. Secure the accident site. When possible, exit everyone from the room or area. Do not repair, replace, move, clean, or disturb anything which may have contributed to the accident until as an accident investigator releases the site.
 - d. Call the Employee Benefits & Insurance Management office immediately or if after hours, call security dispatch to report the accident with-the following information:
 - 1) Nature of the accident
 - 2) Name of the person(s) involved
 - 3) Location of the accident
 - 4) Time of the accident
 - e. Proceed with the appropriate paper work for reporting an accident.
 - 1) Pupils - *Student Accident Report Form*,
 - 2) Employee - *Employee's Report of Incident Form*, or
 - 3) Visitor - *Incident Report Involving Members of the Public*
2. Employee Benefits & Insurance Management may dispatch someone from Environmental or Safety Services immediately to the scene to investigate and preserve the facts.
3. Accidents of less severe nature are to be reported on the proper forms within 24 hours to Employee Benefits & Insurance Management by the administrator or immediate supervisor who has primary responsibility for the site.

Administrative Responsibility: Human Resources - Employee Benefits & Insurance Management

Latest Revision Date: April 2019

Previous Revision Date: April 2011 P3712