

Lower Merion School District

Policy No.: 818
Section: OPERATIONS
Title: ACCIDENTS INVOLVING EMPLOYEES AND
OTHER NON-STUDENTS
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818 ACCIDENTS INVOLVING EMPLOYEES AND OTHER NON-STUDENTS

General Procedures For Accidents Not Involving Students

At the beginning of each school year, the principal of each building shall obtain from each employee the name of the person to be contacted in case of accident or injury while the employee is in the building or on school grounds.

General responsibilities of schools to employees and other non-students injured in the building or on school grounds include:

1. Give immediate care to protect the life and comfort of the person until authorized care is secured;
2. For employees, notify the emergency contact person designated by the employee;
3. Arrange transportation, if necessary; and
4. Guide the individual to sources of treatment when necessary.

Prompt emergency care is to be limited to first aid treatment.

No school employee shall provide a diagnosis for the injured person.

No school employee shall administer medication to the injured person of any sort unless qualified to deliver the medication and as prescribed by a physician.

Reporting Employee Accidents

Employees injured in the buildings, on school grounds, or while conducting school business have the responsibility to inform the building principal or his/her designee of such accident as soon as possible. The principal or his/her designee shall be responsible for completing a comprehensive accident report form. The principal shall provide a copy of the accident report to the Superintendent or designee.

Cross Reference:

Board Policy and Administrative Regulation 250 (Student Accidents and Injuries)