

Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

**Administrative Procedures for Policy #1500 (Administration)  
Regarding Safety and Health  
Accident Reports**

I. Definitions

- A. Site-Based Administrator – The administrator who is in charge of a Calvert County Public Schools work site.
- B. School Property - Any Calvert County Public Schools building and/or grounds, and any CCPS leased or owned vehicles, including school buses when they are in use for official school business; this includes any location used for co- or extra-curricular activities, including any field trips.
- C. Third-Party Individual: a person who is not currently a student or employee of Calvert County Public Schools

II. General Procedures

A. Background Information

- 1. Calvert County Public Schools (CCPS) carries a comprehensive general liability insurance policy to protect it and its personnel in the event of bodily injury to a student for which the system and/or its employees may be held liable.
- 2. CCPS carries a comprehensive general liability insurance policy to protect it and its personnel in the event of bodily injury to a third-party individual which may occur on school property.
- 3. A student accident insurance program is available. Parents may choose to purchase this insurance for their children who are students of CCPS. CCPS' function in this program is the timely completion of claims forms for accidental injuries to students for parents' submissions to the insurance carrier.
- 4. Students who participate in school-sponsored athletics programs are required to purchase student accident insurance or produce satisfactory evidence that the parents have insurance providing similar coverage.

B. In the Event of Injury to a Student

- 1. If a student is injured while on school property, the CCPS employee who witnessed the incident or the individual who was responsible for supervising the student should ensure that the student receives the medical care necessary under the circumstances and in accordance with the Guide for Emergency Care in Maryland Schools.
- 2. The injury of a student shall be reported as follows:

Administration 1500.6

Procedures Written: March 12, 2009

Procedures Revised: 3/1/10; 10/14/11; 04/11/14; 11/20/18

Page 1 of 4

- a. In cases of injuries to students which require more than simple first aid (i.e. a band aid), parents will be notified immediately and the Student Accident Report form will be completed by the adult who witnessed the accident or the individual responsible for supervising the student at the time the accident occurred. The school nurse will complete the appropriate section of the accident report and attach any applicable health room reports for the student. A signed copy of the Student Accident Report will be forwarded to the Assistant Superintendent of Administration by the principal or designee with the original filed in the school administrative files. Student Accident Reports are to be retained until the referenced student turns 21.
  - b. If the nature of the injury requires transportation of the student to the hospital, either by private passenger car or ambulance, the principal must contact the Superintendent's Office with details of the incident as soon as practical. The Principal or designee will accompany the student to the hospital if no parent or guardian is available at the school to do so.
  - c. Employees should not make statements obligating CCPS or any statements regarding responsibility on the part of CCPS and/or its employees. Such decisions are more properly the responsibility of the CCPS insurance carrier in consultation with CCPS legal counsel.
  - d. Student Accident Report forms are available at each school.
- C. In the Event of a Work-Related Accident/Injury/Illness for an Employee
- 1. The employee shall:
    - a. Immediately or as soon as practical report the accident/injury/illness to the administrator in charge of the site (Site-Based Administrator).
    - b. Complete and sign the Employee's Statement of Accident/Injury/Illness and submit it to the Site-Based Administrator immediately or as soon as practical.
    - c. Seek medical attention as needed.
    - d. Comply with all usual procedures for absence reporting. Appointments and treatments should be scheduled around work hours whenever possible.
    - e. Submit a physician's certificate to his or her principal and/or director prior to returning to work. A copy of the physician's certificate must also be submitted to the Human Resources Department.
    - f. Report any work restrictions to his or her principal and/or director prior to returning to work.
  - 2. The Site-Based Administrator shall:
    - a. Interview the employee as soon as possible.

- b. Present the employee with a copy of Workers Compensation Guidelines and Employee's Statement of Accident/Injury/Illness and advise him or her that the form must be completed and returned immediately or as soon as practical.
- c. Immediately or as soon as practical prepare both of the following:
  - 1) Site-Based Administrator's Incident Report; and
  - 2) Workers Compensation Employer's First Report of Injury or Illness. This report should be submitted electronically to the Human Resources Office.
- d. Send the Employee's Statement of Accident/Injury/Illness and the Site-Based Administrator's Incident Report to the Human Resources Department.
- e. If the employee declines to complete the Employee's Statement of Accident/Injury/Illness, the administrator must still complete and submit the Site-Based Administrator's Incident Report.
- f. If medical services are needed, notify employee of treatment options:
  - 1) Hospital emergency room (for severe injuries); or
  - 2) Personal physician.
- g. Record the incident on the OSHA 300 log record per OSHA guidelines. This log is maintained at each work site.
- h. If the injury requires treatment beyond basic first aid, the Site-Based Administrator must contact the following to report the details of the injury:
  - 1) Injured employee's principal if not the same as the Site-Based Administrator;
  - 2) Director of Human Resources;
  - 3) Injured employee's Director;
  - 4) Assistant Superintendent of Administration; and
  - 5) Director of Maintenance.
- i. If the injured employee misses time from work, absences must be recorded on the Employee Absence Report. Leave is not charged for the day of injury.
- j. If employee is released with restrictions, call the Human Resources Department to determine whether the restrictions can be accommodated prior to the employee's return to work.
- k. Contact the Human Resources Office at 443-550-8318 with any questions.

D. In the Event of Injury to a Third-Party Individual

Administration 1500.6

Procedures Written: March 12, 2009

Procedures Revised: 3/1/10; 10/14/11; 04/11/14; 11/20/18

Page 3 of 4

1. Necessary medical services should be obtained.
2. In all cases of injuries to a third-party individual that require more than simple first aid (i.e. a band aid), the Non-Student Accident Report form will be completed by the principal/departmental director or designee and filed at the school/facility.
3. The principal or departmental director shall contact the Assistant Superintendent of Administration with details of the incident.
4. Employees should not make statements obligating CCPS or any statements regarding responsibility on the part of CCPS and/or its employees. Such decisions are more properly the responsibility of the CCPS insurance carrier in consultation with CCPS legal counsel.

E. Reporting Injuries to the CCPS Insurance Carrier

1. For student or third-party individual injuries requiring medical care through a hospital or urgent care facility, the Assistant Superintendent of Administration must submit a completed General Liability Accident Report form to the CCPS insurance carrier.
2. For employee injuries, the Director of Human Resources or designee must submit three (3) completed forms, namely the Workers' Compensation First Report of Injury or Illness, the Employee's Statement of Accident/Injury/Illness and the Supervisor's Incident Report to the CCPS Workers' Compensation insurance carrier.

F. Reporting Injuries to MOSHA/OSHA

1. Within eight (8) hours after the death of any employee from a work-related incident or the in-patient hospitalization of three (3) or more employees as a result of a work-related incident, the Assistant Superintendent of Administration must orally report the fatality/multiple hospitalization by telephone or in person to the Area Office of the Occupational Safety and Health Administration (OSHA), U.S. Department of Labor, that is nearest to the site of the incident. The OSHA toll-free telephone number (1-800-321-6742) should be used if the local office is closed.
2. CCPS must submit an annual report using the OSHA 300A Form summarizing all recorded work injuries that were compiled on the OSHA 300 log record for the prior year.