

GRANTS PASS SCHOOL DISTRICT #7 STUDENT ACCIDENT REPORTING PROCEDURES

Injuries/Accidents should be reported on the Student Injury form.

1. Don't report minor scratches and bruises.
2. Do report falls from equipment, getting hit by a heavy object, accidents in which students complain of dizziness, serious nose bleeds, injuries which require a referral to home, injuries requiring attention of a physician, etc. If a question arises, seek advice of the school nurse or call the Safety Officer. (It is safer to over refer than under refer).
3. Sports or Field Trip Injuries
 - a. Appointment of a designated parent (or staff) to follow an injured student to the hospital and be there in support until the parent/guardian arrives. (This allows the coach to stay with the main body of students under his or her direct supervision).
 - b. Use of authorized emergency carriers in all emergency situations.
 - c. Parents to be contacted immediately and notified of actions that are being taken. Each staff member in charge of an activity or athletes should have available alternative emergency phone numbers for all team members.
 - d. Coaching or activity staff supervisors to make the following kinds of contacts:
 - I. On arriving back at school, phone the hospital and:
 - A. Ask to speak to parent/guardian.
 - B. Inquire about condition of student.
 - C. If parents have not arrived, leave message for them.
 - II. On arriving home:
 - A. Phone the home of injured student, but not after 11:00 P.M.
 - B. File accident report within 24 hours. If the accident occurs on Friday, prepare the report on Friday while information is still fresh.
 - C. Immediately notify the building principal or vice-principal and athletic director, at least by the next morning. If injury appears serious and none of the above are available, phone the report directly to the Safety Officer.
 - D. Make follow-up inquiries to parents the next day and conference (phone or in person) with the building administrator.
 - E. If student injury is serious, as determined by the above follow-up, a daily contact should be maintained with parents until student's condition has improved.
 - F. In case of serious student injuries, the building administrator shall notify the superintendent giving him necessary details.

The building administrator or department supervisor is to carefully orient all personnel under his/her supervision to the first aid, accident, and emergency care procedures prior to the beginning of the school year or at the time of hire.