

FERNDALE SCHOOL DISTRICT NO. 502
ADMINISTRATIVE PROCEDURES

No. 3410 P-2/5500 P-1

ACCIDENT HANDLING, REPORTING, AND INVESTIGATION

I. INTRODUCTION

An important responsibility of the school district is to make reasonable efforts to ensure the safety of students, staff, and visitors on school district property.

II. PRINCIPAL/SUPERVISOR GENERAL RESPONSIBILITIES

The principal or supervisor will make reasonable effort to ensure that safe conditions and practices are in effect wherever employees, visitors, and/or students are involved in school related activities.

The principal will also:

- A. Survey staff members for valid first aid cards.
- B. Ensure in his/her absence a valid first aid card holder is appointed as designee to handle accidents.
- C. Ensure each student has a registration card on file.
- D. Ensure the building faculty handbook informs staff of accident handling, reporting, and investigation. Review these procedures in a staff meeting during the first month of the school year.

III. CARE OF THE INJURED

- A. All injuries are to be immediately reported to the principal or supervisor prior to the close of the work day in which they occur. Failure to do so may result in disciplinary action.
 - 1. If there is any question about the seriousness of the injury, the principal or supervisor will be given a brief description of the situation prior to moving the injured person.
 - 2. The injured person should be accompanied to the office (first aid station) by an adult.
 - 3. If there is any possibility that moving might be harmful, the injured person shall not be moved unless it appears to be a matter of life and death.
- B. If, in the opinion of the principal/supervisor, or designee, the injured person requires professional medical attention, the parent/legal guardian or other appropriate adult will be contacted. That person should be informed of the nature of the injury and that medical attention appears to be necessary. If the adult contacted cannot take the injured person for medical attention, the

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principal/supervisor or designee will see that the injured is provided timely transportation to a medical facility.

- C. If the parents have refused to sign the registration card allowing the school to obtain medical attention for the student, a registered return/receipt letter will be sent stating that the principal, in case of an emergency, will get medical attention for the student. The registration card and/or copy of the registered letter and receipt will be kept on file until the student graduates or withdraws from school.

IV. WRITTEN ACCIDENT REPORTS AND FOLLOW-UP

All injuries are to be reported to the principal or supervisor prior to the close of the work day in which they occur. Failure to do so may result in disciplinary action.

Any time an employee misses work due to an accident or illness suffered on the job, the executive director for business and support services shall be notified by email or telephone within 24 hours.

A written report is to be completed for each injury within 24 hours. The paperwork and documentation will be completed as described below, depending on whether medical attention is needed. It is the responsibility of the principal or supervisor to see that the report is completed in a timely manner, signed and sent to the district office, keeping a copy on file. The report will be prepared by the principal/supervisor or designee in charge of the injured person and the person present at the site of the injury.

For any accidents/incidents involving vehicles use Attachment 5 as well. If an employee or non-employee requests any compensation for damages or restitution please follow all procedures and use Attachment 6.

- A. When an employee is injured on the job, AND DOES NOT REQUIRE MEDICAL ATTENTION, the following should occur:
1. Employee must report the accident to his/her supervisor and fill out the Employee Accident Report (Attachment 1).
 2. Supervisor must enter injury on the Injury Log (Attachment 3).
 3. Complete Supervisor's Report (Attachment 2). Keep this form on file for one year (on the job injury) or two years (on the job illness).
- B. When an employee is injured on the job, AND REQUIRES MEDICAL ATTENTION, the following must occur:
1. Employee must report the accident to his/her supervisor immediately and fill out the Employee Accident Report (Attachment 1).

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2. Complete the Supervisor's Report and send it with the employee's accident report to the executive director for business and support services within 24 hours (Attachment 2).
 3. Employee must obtain the State Accident Form from the doctor or hospital. It will be completed by the doctor or hospital and mailed to the state; the state will mail our portion to us for completion.
 4. Employee must provide the supervisor with a note from their doctor allowing them to work stating any or no restrictions and forward immediately to the Business Office before returning to the job. If light duty is contemplated, the supervisor must discuss the light duty proposal with the executive director for business and support services.
- C. If there is a safety factor that needs to be addressed, personally call the director of business and operations and submit paper work as deemed necessary.
- D. If the accident results in an immediate or probable fatality or results in the hospitalization of two or more employees, the executive director for business and support services will be notified immediately of the accident and will notify the claim management company by telephone.

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