SHORELINE
PUBLIC SCHOOLS

Incident Reporting Guidelines

Proper documentation of an incident is the first step in claims management. The following guidelines will help with incident reporting:

- DO complete an incident report anytime a student is injured or an incident occurs that may result in a claim being filed. Even small incidents are important to document. Many times the reviewing of incident reports can alert staff to implement changes before a serious injury or event can occur. An example would be a child who is injured playing football during recess. District Administrative staff or Risk Management staff know football is not an appropriate activity for recess. It requires close supervision and special safety equipment such as helmets and padding. An incident report documenting a minor injury will alert staff to notify the building principal or playground supervisors to refrain students from engaging in such a high risk activity before someone gets seriously injured. A second important reason for documenting incidents is to prevent the loss of important facts relating to the incident, if later the event evolves into something larger than first expected.

- NEVER let a student, parent or visitor complete the Incident Report form. The incident report form is for district documentation and only staff should complete the paperwork, addressing all pertinent facts. If the person completing the incident report did not witness the event, state that on the form and note who relayed the information to the report writer and when. Always try and get the full names witnesses to the incident or others who were involved. It is important that the form be completed as soon after the incident as possible when details are still fresh.

- DO be professional and thorough when completing an incident report form. Incident report forms may become legal documents in courts of law or reviewed by administration, legal counsel, and possibly the public. Never use statements that involve personal feelings or remarks. Incident reports are for documenting facts only.

- NEVER promise a third-party compensation or coverage or accept liability for an event. Liability and coverage issues may only be determined by the Risk Management claims department. Laws are complex and coverage determination requires extensive knowledge of the District's coverage agreement. Promising someone that your insurance company will cover an event may leave you and the District liable for reimbursement when the district may not be responsible or have coverage.

- NEVER sign any legal documents or statements without District approval. Plaintiff attorneys may serve staff and/or their families directly. Never sign any legal paperwork unless District Administration has approved it. Always send copies to Risk Management as soon as the District or staff person is served.

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Incident Reporting Guidelines (Cont.)

Keep in mind, the quicker Risk Management is notified of an incident and receives all pertinent facts, the better we can protect the District staff and students.

1. Complete an Incident Report and forward to Assistant Superintendent of Business & Operations' office any injury, incident or matter which falls into the following categories

- All student injuries that require **911** to be contacted.
- All student injuries where the student is taken from school or a school event to a hospital or their doctor's office.
- Student injuries involving the head, neck or back and other than minor scrapes or bruises.
- Playground injuries including ones that involve broken or defective playground equipment other than minor scrapes and bruises.
- Injuries that may occur in the wood or metal shop, weight room, PE class or at athletic events other than minor scrapes or bruises.
- Injuries that involve burns, electrical shock or exposure to and/or ingestion of chemicals.
- Student seizures.
- Any drug related incidents.
- Student loss of consciousness (student should be examined by physician).
- Convulsions
- Cuts or lacerations – severe requiring stitches
- Eyes – any injury
- Student goes into shock.
- Student injuries that involve the student entering, exiting, or while riding on a school bus other than minor scrapes or bruises.
- Any injuries or complaints involving significant privacy issues of students.

2. Any matter which, in your judgment, warrants review by risk management.