

POLICY

STAFFORD TOWNSHIP BOARD OF EDUCATION

OPERATIONS
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Reporting Accidents

8442 REPORTING ACCIDENTS

The Board of Education directs that all reasonable efforts be made to ensure a safe learning and working environment for the pupils and employees of this district. To that end and to the end that legitimate employee claims for worker's compensation be expedited, the Board requires that accidents be reported and evaluated. Any accident that results in an injury to a pupil, an employee of the Board, or a visitor to the schools must be reported immediately, or as reasonably and promptly as possible in the event of an emergency, to the school nurse for such medical attention as may be appropriate.

The school nurse shall provide appropriate medical attention and complete the accident report form, which at a minimum should include the date, time and place of the incident; the names of persons involved; the nature of the injury, to the extent that it is known; and a description of all relevant circumstances. Once the form is completed, the school nurse shall forward the accident report form for pupils and visitors to the School Business Administrator, with a copy to the building principal and the Supervisor of Special Services (if involving a special needs child), and the school nurse shall forward the accident report form for employees to the Worker's Compensation Coordinator, with a copy to the building principal and the Supervisor of Special Services (if involving a special needs child). The School Business Administrator or the Worker's Compensation Coordinator will forward forms to the Supervisor of Buildings & Grounds, if needed, and will contact the insurance company. All forms are to be forwarded, as set forth herein, no later than twenty-four hours following the occurrence of the injury.

The failure to comply with these requirements may result in disciplinary action.

Adopted: 22 July 2004
Revised: 7 April 2009

