



## EMPLOYEE ACCIDENT REPORTING GENERAL INFORMATION 2023-2024

An Accident/Incident Report is completed in anticipation of possible litigation or cost to the District as a result of an injury or other adverse event on school grounds or equipment. It is an internal - not a public – document. **It is not to be shared with anyone outside the District.** It is to be completed as thoroughly as possible, as soon as possible, with all details, photos, and witness statements attached and submitted via online forms portal InformedK12.

### TYPES OF ACCIDENT/INCIDENT REPORTING FORMS:

- [Employee Accident Reporting Form](#) – Can also attach photos and/or other documentation.
- [Employee Witness Reporting Form](#) - Use anytime someone else (adult/student) witnesses the incident.

### COMPLETE AN ACCIDENT REPORT FOR:

- Any employee related injuries that occur on school grounds or school equipment
- All employee related 911 calls

### REPORTING PROCEDURES – EMPLOYEES:

1. The *Accident Reporting Form* should be completed by a site administrator, school office coordinator, or health office attendant. **The injured employee may not complete the form.**
2. Complete all sections of the form. If information is unknown, write “N/A” in that section. Photographs and other documents may be upload via the InformedK12 form.
3. Submit form for signature.
4. Distribution:
  - a. Form will be automatically submitted to the principal for approval then routed to the W/C Benefits Specialist.
  - b. Upon review from the W/C Benefits Specialist, the form will be routed to the Assistant Superintendent of Business Services.
  - c. Site copy. Do not keep in employee’s file. Destroy site copy one (1) year after date of injury/incident.
5. Witness Reporting: If there are witnesses to the accident/incident, the *Employee/Witness Report* may be used. The witness should complete, sign, and date the form and return it to the school office coordinator or site administrator for final signature. Note: Please use one (1) form per witness, if applicable.