

**CAMBRIAN SCHOOL DISTRICT**  
**Board Policy**

**Procedure 3517**  
Adopted: January 22, 2002  
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**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS Accident Reports**

I Procedure to Follow at Time of Accident

- A. The injured person must report the accident to the immediate supervisor as soon after occurrence as possible.
- B. The supervisor, if qualified, should provide whatever first aid is necessary. Advice and services should be requested immediately if a school nurse is available.
- C. When treatment is necessary the supervisor should send the injured employee directly to the school or District personnel office. The personnel office will provide the injured employee with a Medical Service Form so that the employee may obtain treatment from a District approved medical facility.
- D. The supervisor shall, when the injury to the employee appears to be of a critical nature, request an ambulance or the fire rescue unit, whichever is appropriate, and may, if the need exists, have the employee taken directly to one of the local emergency hospitals.
- E. Employees who have filed the appropriate affidavit furnished by personnel services may be taken to their personal physician for treatment in case of an accident. It is the responsibility of the injured employee to inform his supervisor that he/she has an affidavit on file and wishes to be taken to his personal physician.

II. Reporting

- A. Whenever it comes to the attention of a supervisor, Principal, or department head that an employee of the School District has been injured in an accident while on the job, or is claiming that an illness is the result of his/her work, the supervisor shall investigate the circumstances of the injury (or illness claim) and complete one draft copy of the Employer's Report of Industrial Injury (Form 5020). This report, and the Supervisor's Accident Report, should be signed by the supervisor and sent to the payroll office within 24 hours from the time the accident occurred.

- B. The payroll office will prepare finished copies of the reports and send them to the District's authorized claims adjuster within 48 hours from the time the accident occurred. Benefits cannot be provided until the adjuster has this information.
- C. If the employee has experienced lost time of three (3) days or more as a result of an industrial illness or injury, the employee must have a "Medical Authorization for Return to Work" form completed by his/her physician. The employee shall make the necessary arrangements with personnel services to return the completed form and have a personal interview with the administrative director of personnel services or his/her assistant prior to returning to duty. Personnel services shall transmit the information to the District's claims adjuster.
- D. If the accident results in the employee's death or if the employee has suffered serious injury, the personnel office will call the claims adjuster and the State Division of Industrial Safety immediately. The report will be mailed later, within 48 hours if possible. (Labor Code requires that the Employer's Report be sent within five days of the accident.)

III. Anytime there is any doubt as to what should be done, either by the injured person or by the supervisor, the personnel office should be contacted.