

EXTENDED DAY PROGRAM

Accident Procedures



The following procedures must be completed for all accidents that occur during Extended Day:

1. A STUDENT INCIDENT REPORT MUST BE COMPLETED.

- The original copy must be sent to the Risk Management Department.
- A copy must be sent to the Administrative Director.
- A copy must be kept on file at the school.

2. THE TOP PORTION OF THE CLAIM FORM MUST BE COMPLETED BY EDP PERSONNEL.

- The claim form must be stapled to the Parent Insurance Letter and must be given to the parent.

3. THE ACCIDENT CHECKLIST MUST BE COMPLETED.

- The Site Director must sign the EDP Accident Checklist verifying that the Student Incident report was completed and the Claim Form and Parent Insurance Letter were given to the parent.
- The parent/guardian must sign the EDP Accident Checklist verifying that they received the Claim Form and Parent Insurance Letter.
- The EDP Accident Checklist must be kept on file at the school.

****SERIOUS INJURIES ARE TO BE REPORTED IMMEDIATELY TO THE PRINCIPAL AND RISK MANAGEMENT DEPARTMENT***

Risk Management Department	217-4240 Ext. 3006
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This form must be posted where the Extended Day Program is located so that all EDP employees know accident procedures. Student Incident Reports, Claim Forms, Parent Insurance Letters, and the EDP Accident Checklist must be readily available to all EDP personnel.