



OXNARD SCHOOL DISTRICT

1051 South "A" Street • Oxnard, California 93030 • 805 385-1501 • www.oxnardsd.org

PROCEDURE FOR REPORTING STUDENT INJURY, SCHOOL INCIDENTS & ACCIDENTS

Instructions

When a student injury, school incident, accident, or emergency 911 calls are made, notify immediate supervisor, and Superintendent and Ms. Lydia Lugo-Dominguez at (805) 385-1501 extension 2034, 2032.

1. Provide first aid to student or injured person to get situation under control as needed.
2. Call 911 if person is severely injured, difficulty breathing, shortness of breath, seizures, unconsciousness, severely bleeding etc.
3. Any incidents, accident reports related to the school or students injuries, hospitalization, and other situation or accident that required police, nurse and/or counselor support be sure to notify Superintendent Office and Ms. Lydia Lugo-Dominguez ext. 2034, 2032.
4. Complete the "Report of Personal Accident" (SFA 4010, Rev. 5/1/2019) form on ALL student, injury or accidents, regardless of the seriousness of the accident. It is important that the report be completed and mailed to Risk Management on the same day that the incident occurred.
5. If the accident or injury is serious, fatal, parent/guardian upset or the injury resulted from a hazard that needs to be corrected contact Supervisor, Principal and/or Risk Management immediately. The Risk Management number is (805) 385-1501 ext. 2445 and fax the report to (805) 385-1523 on the same day.
6. The report should be completed by the teacher, supervisor or principal. Statements by any witnesses, Instructional Asst., Nurse, or other staff can be completed on a separate form.
7. Secure as much factual information at the scene of the incident as possible. Any evidence involved in a student accident must be preserved (if possible take out-of-service) and identify as evidence.
8. The Report of Personal Accident is a confidential, client/attorney privileged document. Do not make and/or retain copy of this report at the site or give copies to the injured party.
9. Follow the school's procedure regarding contacting the parent/guardian. Refer upset parents/guardians to Supervisor, Principal and/or Risk Management ext 2443/.
10. If pertinent information becomes available at a later date, send a supplemental report to Risk Management. Label supplemental reports as follows: ***"The following report is being prepared contemplating use by defense counsel and is considered privileged information."***
11. Make no promises regarding reimbursement for medical expenses or replacement of damaged property. Refer all requests for such payment to Supervisor, Principal and/or Risk Management.