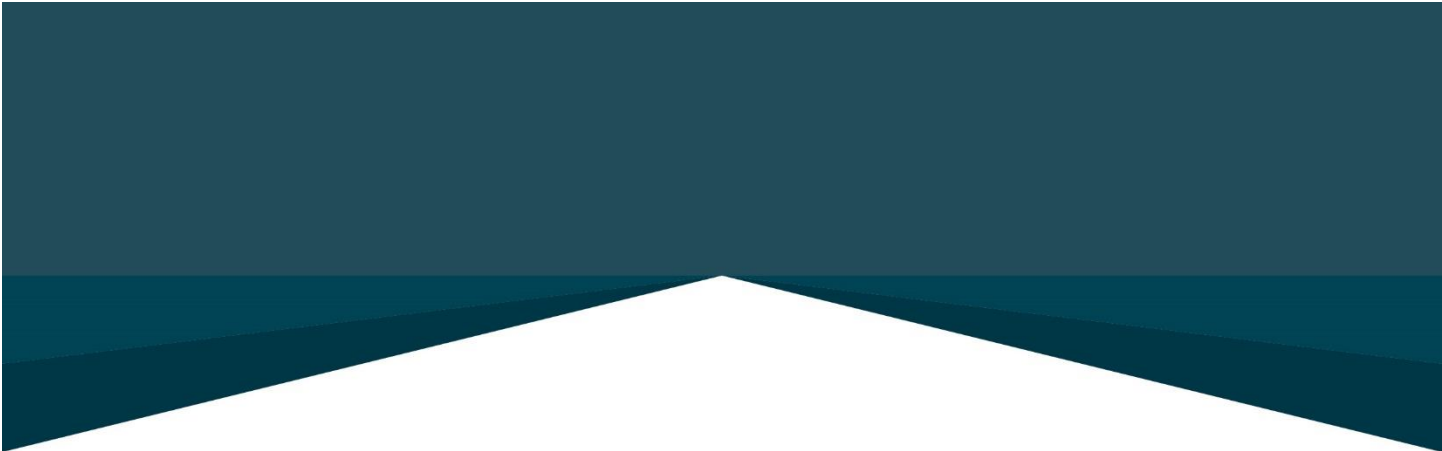




Accident Reporting

REPORTING ACCIDENTS FOR STUDENTS,
EMPLOYEES, AND MEMBERS OF THE PUBLIC



Employee Benefits & Insurance Management
WICHITA PUBLIC SCHOOLS | 903 S. EDGEMOOR WICHITA, KS 67218

WICHITA PUBLIC SCHOOLS | ACCIDENT REPORTING

STUDENT ACCIDENT FORM

The Student Accident Report can be accessed and completed by one of two options:

1. Click the following link: [Employee Benefits / Student Accident Report Form \(usd259.org\)](https://usd259.org/EmployeeBenefits/StudentAccidentReportForm)
2. Visit [USD259.org](https://usd259.org), select "Departments", select "Employee Benefits", then select "Student Accidents" to complete the form which is embedded at the bottom of the web page.

When do I need to complete a Student Accident Report?

- When 911 is called for a student accident or injury.
- When the student has an accident or injury at school causing them to miss at least one-half of a day of school.
- When the student has an accident or is injured due to potential negligence or faulty equipment.
- When a Student Accident Report is not submitted, and the student returns to school following an incident at school stating they were seen by a health care provider (e.g., urgent care, family physician, ER) AND found to have a significant injury (e.g., fractures, sprains, concussions).

The procedures listed above do not apply to Latchkey or interscholastic athletics. Please see the following page for instructions specific to these activities. Remember to select "student" under Student Type on the Student Accident Report.

Who completes a Student Accident Report?

- The employee who witnessed the incident or the employee supervising the student at the time of the incident completes the report.
- The report has an area for that person to indicate other witnesses.
- If no one witnessed the incident, the staff member who received the initial account is responsible for completing and submitting the report or referring the reporter to the supervisor at the time of the incident.

If the school nurse provides assistance or other care, they will document all relevant information on the SNAP nursing software program. If the nurse was absent and another employee provided first aid, the employee completing the report will indicate who provided first aid. Please gather and insert as much first aid information as possible in the Student Accident Reports.

What do I do when I am finished entering all the information on the report?

1. Once the Student Accident Report is submitted, the report is automatically emailed to the building principal and EBIM.
2. Any medical reimbursement requests, potential legal actions, or incidences requiring corrective action should be reported directly to EBIM.
3. If the incident is serious in nature, has some characteristic of item 2 above, and/or is viewable on security footage, a copy of the whole event should be retained as a file for EBIM.

If a parent requests a copy of a Student Accident Report, refer them to Employee Benefits & Insurance Management at (316) 973-4566 or DMumma@USD259.net.

WICHITA PUBLIC SCHOOLS | ACCIDENT REPORTING

STUDENT ACCIDENT FORM

When do I complete a Student Accident Report in Latchkey?

- When 911 is called.
- When an incident results in any first aid care.
- When an incident is potentially a result of negligence or faulty equipment.
- When an incident results in medical care or early dismissal. This includes (but is not limited to) any reporting within 60 days of the alleged date of the incident.

Remember to select "Latchkey" under Student Type on the Student Accident Report. Please note the Student Accident Report is only one part of the Latchkey Checklist found on USD259.org>Departments>Employee Benefits>Student Accidents. KDHE Critical Incident Reports should be completed if there is medical intervention by medical professionals, a natural disaster, police involvement, or the like during Latchkey.

When do I complete a Student Accident Report for an athletic injury?

- When 911 is called.
- When the incident is potentially a result of negligence or faulty equipment.
- When the student-athlete is provided with any first aid.
- When the student-athlete is held out of games or practices due to the incident. This includes (but is not limited to) any reporting within 60 days of the alleged date of the incident.
- When the student-athlete reports an incident to you, even if you did not witness the incident.

Remember to select "Inter-Scholastic Sports (KSHSAA)" under Student Type on the Student Accident Report.

WICHITA PUBLIC SCHOOLS | ACCIDENT REPORTING

EMPLOYEE REPORT OF INCIDENT (EROI)

When does an Employee Report of Incident (EROI) need to be completed?

- If an employee is injured in the course of their employment and requests outside medical care, an EROI needs to be submitted to Employee Benefits.
- If an employee is injured in the course of their employment and does not request outside medical care, the injury must still be reported to their supervisor, and they still need to submit an EROI for information purposes only. This is required by the State of Kansas Department of Labor.

Who completes an EROI?

- The injured employee completes the EROI form unless the severity of their injury prevents them from doing so.
- If the severity of the injury prevents the injured employee from completing an EROI, the employee who witnessed the incident or the building principal completes the form.

Whom does the EROI need to be submitted to?

- The original form needs to be submitted to Sandra Cruz at SCruz@USD259.net. A copy of the form needs to be sent to the building principal.
- The EROI needs to be submitted to Employee Benefits office no later than the next business day, or else ASAP.

What happens after an EROI is submitted?

- Employee Benefits will contact the employee regarding further assistance if the employee has not already discussed this with Employee Benefits.

WICHITA PUBLIC SCHOOLS | ACCIDENT REPORTING

INCIDENT INVOLVING A MEMBER OF THE PUBLIC (MOP FORM)

When do I complete a Member of the Public (MOP) Form?

- When 911 is called.
- When an incident involving a member of the public occurs because of potential negligence or faulty equipment.
- When an incident involving a member of the public occurs and they are provided any first aid.

Who completes the MOP Form?

- The employee who witnessed the incident or the building principal completes the MOP form.
- If no one witnessed the incident, the employee who received the initial information is responsible for either completing the MOP form or notifying their building principal that the principal needs to complete the MOP form.

Who does the MOP Form need to be submitted to?

- The MOP form needs to be sent to Douglas Mumma in Employee Benefits & Insurance Management:
DMumma@USD259.net
[316-973-4566](tel:316-973-4566)