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 Prepare Each Student To Be Successful

[www.pointschools.net](http://www.pointschools.net)

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 STEVENS POINT  
 AREA PUBLIC  
 SCHOOL DISTRICT

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## ACCIDENT REPORTS

All accidents occurring on District property, school buses or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the direct supervisor/principal immediately. Reports should cover property damage as well as personal injury. If an employee is injured while in work status, the employee should seek the necessary first aid and medical treatment. Employees seeking medical services are required to notify the Business Office prior to treatment and submit a Return to Work Recommendation (RTW) form completed by their treating physician after each appointment as practical. The employee may use the District created form or a medical provider form.

The District created form can be accessed via the District website / Staff Resources / Report an Employee Accident / Show Key Forms & Information / Dr's Return to Work Recommendation Form and print this for your treating physician to complete.

An accident report must be completed within twenty-four (24) hours or the next scheduled District workday, as practical per Board policy. In the event of a work-related accident or injury, please see the Worker's Compensation section (1.05) of this *Handbook*.

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Reference: *Board Policy 8442* Reporting Accidents

*Public School Works* Submit Accident Report

Return to Work Recommendation – Attending Physician's Certification

Cross Ref.: *Handbook section 1.05* Worker's Compensation

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