

REPORTING OF STUDENT INJURY

The health office is responsible for obtaining and maintaining records in order to provide appropriate follow up in the event of a student injury, whether the injury occurs in school, on school grounds, on a school-sponsored trip or at an athletic event.

Staff members are asked to report all student injuries to the health office as soon as practical after the staff member becomes aware of the injury.

Policy Adopted:
August 28, 1973

Policy Revised:
December 16, 1991

Policy Revised:
April 22, 2002

Policy Renumbered:
January 23, 2012

Administrative Regulations**REPORTING OF STUDENT INJURY**

This protocol will be followed by the school nurse after each reported incident.

1. Incident will be recorded in the daily log book.
2. If necessary, parents will be contacted and advised of the injury.
3. When indicated, the parent will be given a student accident insurance form and directions for completion and submission.
4. All records relating to student injuries will be housed in the school health office.

Regulations Adopted:
April 22, 2002

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