ACCIDENTS / INCIDENTS
REPORTING OF INCIDENTS/ACCIDENTS

All School Security Team members, Deans, Assistant Principals, and Department Chairpersons are directed to report all ACCIDENTS / INCIDENTS promptly, accurately, and completely to the Principal and Nurse.

Administrators and Deans are reminded that often, an incident or accident occurring in the school may be repeated. Timely reporting of ACCIDENTS / INCIDENTS will ensure a prompt and efficient response.

ACCIDENTS / INCIDENTS will be reported in compliance with the following procedures:

1. Medical assistance (School Nurse / Trainer / Coach) should be found to evaluate individual(s) and provide treatment.

2. At the Nurse's Office, an Employee's Report of Injury must be completed by the appropriate person(s) involved in or witness to a school-related incident. A copy of this report is to be sent to the Principal and Assistant Principal.
   - ⇒ A Student/Employee Accident Investigation Report Form is also completed by the nurse.

3. A Supervisor's Investigation Report needs to be completed.
   - ⇒ All accidents must be investigated immediately to gather the facts and to determine why the accident occurred so that corrective action can be taken to guarantee that the same type of accident does not reoccur in the future.

4. The original signed forms are then sent to the Benefits Coordinator at PMSA so the required State documents can be submitted. **All forms are to be faxed to the District Business Office (708-338-5996) within 48 hours of event**.

5. The Building's Director of Security is to be notified, at which time any tapes of the incident will be kept for future use by third-party firms (e.g. Insurance, Police, etc.)

6. The Building's Manager is to take photographs of the area where the incident occurred and send those to the District Business Office for use in the investigation.

A list of twenty (20) types of INCIDENTS/ACCIDENTS which MUST BE REPORTED IMMEDIATELY to the Principal is below on this page.

Copies of all serious incident reports are forwarded to the Superintendent, Principals, and Deans. All questions concerning this information will be answered by the Principal.

THE FOLLOWING INCIDENTS/ACCIDENTS MUST BE REPORTED IMMEDIATELY TO THE BUILDING PRINCIPAL

1. Student arrests
2. Arson or attempted arson
3. Assault (Physical)
4. Bomb threat
5. Civil rights/defamation
6. Demonstrations
7. Drug or alcohol use/abuse
8. Fire (all fires including, but not limited to, those in a waste container, locker or those that damage bulletin boards)
9. Improper sexual conduct (including language and gestures
10. **Any serious injury (those requiring the attention of a nurse)**
11. **Medical emergency**
12. Police assistance (events requiring police assistance other than our Police Counselor)
13. Robbery/theft
14. Threats that require discipline hearings
15. Trespassers
16. Vandalism
17. Student walk-outs
18. Warning indicators (example: fire alarms)
19. Weapons
20. Any other INCIDENTS/ACCIDENTS that you deem to be of a critical nature

An “Incident Report” form must be filled out immediately after witnessing or reporting the situation. Forms can be obtained in the Deans’ Office, Department Offices, or the Main Office.