

# Accident Report Procedure

## STAFF

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When an **illness** occurring while at school requires emergency care; OR  
When an **injury** sustained in school results in, or leads to, any of the following: A staff member seeking medical attention.

- If EMS/911 is called
- When the incident has the potential to require future medical attention

**If staff is assessed by the nurse at the time of the incident or within 48 hours of the incident please follow these instructions:**

*(If an incident occurs and the individual is not assessed by a nurse, see below)*

### 1. Nurse assessment and documentation

SNAP (nurse EHR)

- In School Health Management EHR, complete an “Office Visit” note for the encounter.
- In Office Visit: Document the visit details
- Record as “Significant” incident report and print for admin signature
- Submit with MIIA paperwork

### 2. MIIA Paperwork

Staff must fill out both pages of the employee accident forms:

#### 1. [MIIA Supervisor’s Report of Accident-Intake Form](#)

*All demographic information must be filled out for every incident, including Date of Hire, Social Security number, address and phone number.*

- Nurse completes and signs the bottom section of the MIIA supervisor form as a **REVIEWER**. Please check off “School Nurse”.
- Nurse does **NOT** fill in the “ACTION TAKEN TO PREVENT SIMILAR ACCIDENTS”.
- Nurse does **NOT** fill in the “Investigated By” section.
- Principal signs the MIIA Supervisors Report

#### 2. [Medical Authorization Form](#).

- Staff signs and dates the employee section

Principal is to review, sign and scan all the forms to Jenny Radwich,  
[Jradwich@cbrsd.org](mailto:Jradwich@cbrsd.org), within 24 hours.

Principal will be responsible for further investigation if needed.

***In the event of an emergency (ambulance/EMS), MIIA paperwork can be filled out by the principal and nurse SNAP report can be sent to [Jradwich@cbrsd.org](mailto:Jradwich@cbrsd.org),***

## **If an incident occurs and the individual is not assessed by a nurse:**

- The nurse does not need to be involved in filing these forms.
- Staff member will fill out the following forms:  
[MIIA Supervisor's Report of Accident-Intake Form](#)  
[Medical Authorization Form](#).
- The principal will review, sign and scan both forms to Jenny Radwich,  
[Jradwich@cbrsd.org](mailto:Jradwich@cbrsd.org),

### **ADDITIONAL INFORMATION**

- Treatment options: Health care provider (PCP), urgent care facility (MED Express, Convenient MD), or emergency department.
- Do not delay treatment because you are waiting for a claim number.
- Do not go to Occupational Health for the initial visit (this delays care)
- If staff have questions, direct them to call Jenny Radwich in the central office. 684-0320, EXT. 1004. Email: [Jradwich@cbrsd.org](mailto:Jradwich@cbrsd.org)
- Staff should send any follow up MD notes, letters to Jenny Radwich in the central office, 684-0320, EXT. 1004, Email: [Jradwich@cbrsd.org](mailto:Jradwich@cbrsd.org)