

Accidents

(see policies #6520 and #7520)

For students:

- 1) All accidents to students should be referred to the Health Office for first aid immediately.
- 2) Safety in the classroom should be emphasized and practiced continuously.
- 3) An accident, no matter how trivial it may seem at the time, should be reported to the Health Office and an accident report form completed.
- 4) School Athletics – The coach or instructor in charge will be responsible for the caring of the injured party and completing and submitting the accident report form and notifying the school nurse.
- 5) Teachers are responsible for the safety of the students they are supervising.
- 6) Accident reports should be submitted to the Main Office to be sent to the Business Office.

For staff:

- 1) Employees are responsible for reporting accidents/injuries to their immediate SUPERVISOR/PRINCIPAL immediately.
- 2) All accidents/injuries which occur to any employee of the West Seneca Central School District must be documented. The **Employee Injury Report Form** is to be used for this purpose. It is available from the school nurse, senior clerk or custodial office in the building and on the District Website (Human Resources/Frequently Used Employee Forms/Employee Injury Report Form. SUPERVISORS/PRINCIPALS are responsible for gathering the information and submitting this form WITHIN 1 WEEK to the Business Office. (Attn: Carol Rybczynski).
- 3) SUPERVISOR/PRINCIPALS must make the injured person aware that if medical attention is needed subsequent to his/her return to work, this must be reported to Carol Rybczynski. Reporting subsequent medical attention is the responsibility of the injured person.
- 4) The employee should provide the name and address of the District's Workers' Compensation carrier to the medical service provider he/she is using. The District is not responsible for forwarding medical bills to the Carrier.

The name and address of our carrier is:

Lodestar Claims & Risk Services, Inc.
PO Box 4314
Clinton, IA 52733
Phone Number: (866) 886-6305
Fax Number: (877) 374-0936