



OXNARD SCHOOL DISTRICT

1051 South "A" Street • Oxnard, California 93030 • 805 385-1501 • www.oxnardsd.org

Student Injury, School Incident or Emergency Procedure

IN CASE OF EMERGENCY, DIAL 9-1-1

Immediate Notification:

When a student injury, school incident, accident, or emergency requiring **911** occurs, immediately notify:

- **Your immediate supervisor**
- **Superintendent's Office - Lydia Lugo-Dominguez** at (805) 385-1501, ext. 2034 or 2032

1. Provide First Aid

- Administer first aid to the student or injured person to stabilize the situation as needed.

2. Call 911...Don't Wait!

- Call 911 immediately if the injured person exhibits any of the following:
 - Severe injury
 - Difficulty breathing or shortness of breath
 - Seizures
 - Unconsciousness
 - Severe bleeding
 - Fatality

3. Notify Superintendent and Risk Management if Ambulance, Police, Nurse, or Counselor Support is Involved

- For **any incident or accident** related to school or student injuries, hospitalization, or situations requiring police, Nurse, or Counselor support:
 - Notify the **Superintendent's Office** and **Ms. Lydia Lugo-Dominguez**, ext. 2034, 2032
 - **Risk Management** ext 2440 or 2443

4. Complete Accident Report

- Complete the **Report of Personal Accident (SFA 4010, Rev. 1/8/2026)** for all student injuries, incidents, or accidents, regardless of severity.
- Submit the completed report to **Risk Management** on the **same day** as the incident.
 - Email report to risk@oxnardsd.org or fax to (805) 385-1522.

5. Responsible Person for Report

- The adult responsible for the student at the time of injury (usually the teacher, paraeducator, or campus supervisor) completes the report.
- If first aid was provided, **nurse or health office staff** can assist with completing the report.
- **Purpose:** The form gathers facts for potential claims; it does **not assign fault**.
- Include as much detail as possible: witnesses, locations, potential hazards, and evidence.

6. Preserve Evidence (If Applicable)

- Secure factual information at the scene.
- Preserve any evidence involved in the incident (remove from use if possible) and clearly identify it as evidence.
- Contact Risk Management to notify when evidence has been secured and ready for pick up

7. Confidentiality of Report

- The report is **confidential and privileged**; it should **not** be shared with students, families, or retained at the site.

8. Communicating with Parents

- Use the following sample language if parents request the report:
 - "We no longer have the injury report. It is with our claim's administrator."
 - "I'm sorry, that is an internal document. I'm happy to have an administrator contact you."

10. Referrals

- Refer parents to **Risk Management** for claim forms or additional questions.
- Risk Management contact info: (805) 385-1501 ext. 2442 or email risk@oxnardsd.org.

11. Reimbursement and Property Claims

- Do **not** make promises regarding reimbursement for medical expenses or replacement of property.
- All requests should be referred to the **Supervisor, Principal, or Risk Management**