

MCOE Accident and Incident Reporting Procedures

Take action, report & document.

EMPLOYEES, STUDENTS at WORKSITE or in PAID STATUS

If an Emergency – Call 911 without Delay

1. Notify Supervisor immediately.
2. Employee completes:
 - **EMPLOYEE INCIDENT REPORT form.**
 - ***If seeking medical treatment, Call the InterAid Nurse Triage at (800)367-5020.***
 - ***Fill out the DWC 1 form, print and take it to the clinic if recommended by the nurse.***

Go to MCOE website > STAFF > Employee Incident Reporting Information. Click on **Employee Incident Report Form link to Informed K12. Can't access STAFF page? then request EMAIL link from Department.**

- **Click SUBMIT after completion of the incident and send to Safetyoffice.**
 - **If seeking medical treatment, Inform your supervisor and the link for the DWC 1 will be provided to you.**
3. Seek medical treatment at a **MCOE designated clinic**. The list of clinics is provided with the DWC1, print DWC 1 form along with the pharmacy card.
 4. If employee receives medical treatment, they must get a Work Status Note from the doctor specifying their work status: **Return to Work, Released to Modified Work, Unable to return to Work.**
 5. Turn in a copy to supervisor.
 6. Email a copy of the work status report to safetyoffice@mcoe.org

STUDENT ON CAMPUS OR FIELD TRIP

1. Give appropriate First Aid. Call and consult with the school nurse if available
IF SERIOUS CALL 911.

2. Notify parent(s) and send child home as appropriate. Check with the school nurse for any instructions or recommendations for the parent.

3. Have staff complete the **SISC Student Accident Claim Form, OR** the Department equivalent: (ASSETS -Student Accident Report) (Head Start – Child Occurrence Parent Notification & Internal Child Occurrence Report)

4. If the student **does not** seek medical treatment file the original report on site.

5. If the student **does** seek medical treatment, then make a copy of the **SISC Claim Form**. **Complete it now if dept equivalent was used.*

Send the original home to be completed by the parent(s), along with the Student Insurance Letter. Fax a copy to Bus Svcs at 209-381-6769 or scan & email to AccidentReporting@mcoe.org Also Department equivalent if completed.

6. When the parent(s) return the original **SISC Claim form** forward it to Business Services for processing.

NOTE: If the accident involved a **Blood borne pathogen exposure** the school nurse will send home a form with instruction & recommendations

ALL OTHER PERSONS

(Parent Helpers, Visitors, WEX volunteers etc)

1. Seek medical Treatment - **IF NECESSARY**, with their own doctor.
2. Notify Police Dept if criminal activity involved.
3. MCOE Supervisor or employee present will complete an **MCOE Incident Report form 22v** with as much information as possible. (*SharePoint*)
4. Fax a copy of the report to Bus Svcs at 209-381-6769 or scan & email to AccidentReporting@mcoe.org

VEHICLE ACCIDENTS

1. Have the police been notified?
2. Remind employee to get as much information as possible.
3. Have employee complete the **Vehicle Accident Report form**
**Check glove box*
If medical treatment is needed have employee complete a **Work Comp Claim form (DWC1)** too.
4. Fax copies to Bus Svcs at 209-381-6769 or scan & email to AccidentReporting@mcoe.org