St. Helens School District

Standard Operating Procedure (SOP): Accident/Incident Reporting Requirements

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Purpose:

This document establishes the process for St. Helens School District to evaluate and determine if and when a student, visitor, employee or property accident/incident form is required to be completed and submitted to the district.

Scope:

This Standard Operating Procedure (SOP) applies to all St. Helens School District employees who become aware of a student, visitor, employee or property accident/incident and are required to notify, document and investigate the event in accordance with Board Policy EBBB.

Definitions:

Recordable Injury or Illness: Meets at least one of the following criteria.

- Loss of consciousness.
- Collision or impact with another human.
- Restricted work activity or job transfer.
- Medical treatment beyond first aid.
- Diagnosis of a significant injury/illness by a healthcare professional (e.g., fractured or cracked bone, punctured eardrum).

Examples of Recordable Injury or Illness:

- A cut, fracture, sprain, or amputation
- Skin disease, respiratory disorder, or poisoning

Student Accident/Incident Injury or Illness:

- An accident/incident event occurs on school property or during a school-sponsored event where a student has an injury or illness
- Staff must report it to a supervisor immediately
- The injury or illness meets the recordable definition
    - Staff must complete a Student Injury/Illness Report
- The injury or illness does not meet the recordable injury or illness definition
    - Staff will use their judgment if a Student Injury/Illness Report needs to be completed

Student Suspected Concussion or Head Injury:

- A concussion is suspected or known
- Staff must report it to a supervisor and the Brain Injury Management Team (BIMT) immediately
    - Staff must complete a Student Injury/Illness Report

Visitor Accident/Incident Injury or Illness:

- A visitor accident/incident event occurs on school property or during a school-sponsored event where a visitor has an injury or illness
- Staff must report it to a supervisor immediately
- The injury or illness meets the recordable definition
    - Staff must complete a Visitor Accident/Incident Report
- The injury or illness does not meet the recordable injury or illness definition
    - Staff will use their judgment if a Visitor/Volunteer Accident/Incident Report needs to be completed

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Employee Accident/Incident Injury or Illness:

- An accident/incident event occurs on school property or during a school-sponsored event where an employee has an injury or illness
- Staff must report it to a supervisor immediately
- The injury or illness meets the recordable definition

    - Staff must complete an Employee Accident/Incident Report
- The injury or illness does not meet the recordable injury or illness definition
    - Staff will use their judgment if an Employee Accident/Incident Report needs to be completed

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Property Accident/Incident:

An accident/incident event occurs where school property has been damaged.

- Staff must report it to a supervisor immediately
- Staff must complete a Property Accident/Incident Report

Timeline:

- Reporting to Supervisor – Immediately
- Reporting to District via website Google Form – 24 hours

Resources:

- Board Policy EBBB