



RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

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Spring Green, Wisconsin 53588

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Phone: 608-588-2551

724 Rule

Employee and Student Accident/Incident Reporting

All employees and visitors who have incurred an accident/incident should take the following steps:

1. Notify the designated building administrator.
2. Immediately complete the Accident/Incident Report and send to the Human Resource Department (HR).
3. If medical attention is needed, notify HR and obtain the required forms before being seen by a provider.
In the case of an emergency, medical treatment should be obtained immediately.
4. Return the completed forms to HR regarding lost time from work, and any work restrictions.

Student accidents/incidents should be reported in line with the following guidelines:

1. Injured students should be escorted by an employee to the school nurse to be examined.
2. An Accident/Incident Report must be completed immediately by the employee who witnessed the accident/incident.
3. The completed Accident/Incident Report shall be submitted to the school nurse.
4. In an emergency situation, call a **Code Blue**.
5. The school nurse will follow up with parents as needed.

APPROVED: May 12, 2016