



RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

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Spring Green, Wisconsin 53588

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Phone: 608-588-2551

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Employee and Student Accident/Incident Reporting

The purpose of this policy is to establish guidelines to be carried out by staff for accident/incident reporting of an employee, student and/or visitor. These reports are prepared because they are crucial to the school's ability to assess, and if necessary, defend claims made against it, by those who suffer injuries. This policy does not cover how medical assistance shall be implemented (if necessary), as these procedures are covered under other policies.

Accidents/incidents shall be reported and documented as soon as possible. The Accident/Incident Report form is included as Exhibit 1. Reportable accidents/incidents include, but are not limited to: strains, falls, cuts, burns, bruises, skin irritations, head injuries and code blue situations.

All employees and visitors who incur a work related injury (which also includes accidents/incidents that occur during school field trips, excursions, outdoor activities and/or sporting activities) should immediately report the occurrence using the Accident/Incident Report form and send it to the Human Resource Department.

All students who incur an injury on school property or facilities will need to be seen by the school nurse or building designee if school nurse is not available. The staff member who witnessed the accident/incident is responsible for completing the Accident/Incident Report and reporting to the school nurse. If there were no witnesses, the staff member to receive the first report of the injury is responsible for the completion of the Accident/Incident Report and reporting to the school nurse.

All Accident/Incident Reports are reviewed by the school nurse to help prevent a re-occurrence and to reduce hazardous situations.

APPROVED: May 12, 2016