

**(SCHOOL DISTRICT)**  
**REPORTING ACCIDENTS – ON-THE-JOB INJURY POLICY**

**REPORTING ACCIDENTS:**

The Board of Education directs that all reasonable efforts be made to ensure a safe learning and working environment for the students and employees of this District. To that end, and so that legitimate employee claims for worker's compensation be expedited, the Board requires that accidents be reported and evaluated. Any accident that results in an injury, however slight, to a student, an employee of the District, or a visitor to the schools must be reported promptly and in writing to the District business office. Injured persons shall be referred immediately to the appropriate personnel for such medical attention as may be needed.

The injured employee, visitor, or the staff member responsible for an injured student shall complete a form that includes the date, time, and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known, and a description of all relevant circumstances.

Any employee of the Board who suffers a job-related injury must report the injury and its circumstances to the building administrator or job supervisor, as appropriate, as soon as possible following the occurrence of the injury. The failure of an employee to comply with this mandate may result in disciplinary action in accordance with standards set forth in a negotiated, collective-bargained agreement.

**ON-THE-JOB INJURY:**

Any employee incurring an injury while engaged in his/her performance of District duties shall abide by the following procedures:

- A. The injured employee shall report to their Supervisor's office and complete the appropriate form before reporting to an approved physician. The only exception will be if the injury is of such a nature that it requires immediate emergency attention. In that case, treatment should be undertaken and a report of the accident made to the Superintendent's office at the earliest opportunity.
- B. The appropriate form shall be completed by the Superintendent's office for injuries involving outside medical costs and lost-time injuries with less than seven (7) days disability.
- C. All physical examinations are to be given by an approved physician.