

RISK MANAGEMENT FACT SHEET

WHAT YOU NEED TO KNOW AND WHAT YOU SHOULD DO WITH STUDENT ACCIDENT REPORTS WHEN IN DOUBT FILL IT OUT!

Student injuries that occur during any WCSB-sponsored activity should be reported to Risk Management by school personnel. This includes accidents on school buses, or while loading or unloading those buses.

Keep documentation to reflect efforts made to contact parent/guardian.

Submit student accident reports to Risk Management within five days for all accidents and injuries that result in one of the following:

- injury or trauma to head;*
- suggestion by the parent/guardian that the accident resulted from inappropriate action(s) or procedure(s) by the school;*
- medical treatment by a physician, emergency room, or dentist, whether taken for treatment by EMS or parent;*
- indication by the parent/guardian that a claim will be filed against the school; or,*
- one-half day or more missed from school*

WHEN PREPARING ACCIDENT REPORTS, REMEMBER...

- Describe the accident**, but make no assessment of responsibility or liability. Parents sometimes want a copy of the school report, so it is important to be accurate.
- Review accidents** to determine what on-site actions, if any, should be taken to prevent future accidents of a similar nature.
- Refer parents to Risk Management** if they have questions concerning medical bills, negligence on the part of school personnel, insurance claims, etc.
- Report any death or serious injury to Risk Management by telephone as soon as possible and follow-up with a written report.

If a serious accident report is filed promptly, an investigation can be completed while memories are fresh.

Employees should never indicate that WCS will or will not pay for any medical expenses.