

Policy

BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT

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ACCIDENT / INCIDENT REPORTING

The Board of Education is committed to providing an environment which is as healthy and as safe as possible for its students, staff and visitors. However, accidents and incidents do happen and there is a requirement to report all serious accidents, dangerous occurrences and instances of occupational ill health to the district nurse. The district also has a duty to investigate and report ALL accidents and incidents affecting students, staff, and visitors. All accidents and incidents must be reported for monitoring and investigation, to ensure that procedures are in place to prevent, as far as possible, similar accidents / incidents from happening.

Accident

An undesirable or unfortunate happening that occurs unintentionally and usually results in harm, injury, damage, or loss; casualty; mishap.

Incident

An occurrence of an action or situation that is a separate unit of experience, an accompanying minor occurrence or condition. Any event that happens unexpectedly, without a deliberate plan or cause.

WHEN TO REPORT

When an accident or incident occurs, where medical attention is needed or given, notification is to be made immediately to the district nurse. When 911 is called, notification is to be made to the district nurse and District Office.

When an accident happens resulting with injuries to a student, staff member, or visitor and treatment is given by the district nurse, health aide and/or staff member, an accident report needs to be completed and submitted to the building administrator and district nurse.

When an accident happens resulting with injuries to a student, staff member, or visitor and treatment is needed from medical staff other than district staff (911 is called), an accident report needs to be completed and submitted to the building administrator, district nurse, and District Office.

When an incident occurs (broken window, child falls from playground equipment, chair breaks and child falls to floor) and there are no injuries, an incident report needs to be completed and submitted to the building administrator and district nurse. If the incident results in broken equipment, a copy of report should be submitted to the maintenance department for repairs.

When a child, staff member or visitor becomes ill, medical attention is needed, an incident report should be completed and submitted to the district nurse.

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If an incident occurs involving medication for students, an incident report needs to be completed and submitted to the district nurse, building administrator and District Office.

HOW TO REPORT

An Accident/Incident Report form can be found on the District website. Completion of the form can be done on-line, printed and submitted to proper authorities.