

STAFF ACCIDENT REPORTS

For life-threatening injuries, call 911 immediately and disregard information below. Use procedures below for injury reporting procedures.

Accident reports support the safe and efficient operation of the school system as well as the protection and education of the students.

In order to expedite prompt and appropriate medical attention and to facilitate processing of insurance claims, all accidents and injuries occurring on school grounds or while under school supervision shall be reported immediately to the building administrator or designated supervisor. The building administrator or designated supervisor will immediately put the staff member in touch with a District designated on-call triage service to process the report.

The procedure is as follows:

Instructions for reporting non-life threatening work related injuries:

1. Employee notifies principal/supervisor immediately following injury;
2. The principal/supervisor will initiate a call to a District designated on-call triage service on behalf of the injured employee and then give the employee privacy to complete the call to a District designated on-call triage service;
3. The injured employee will detail any medical symptoms or complaints which will be evaluated by a Registered Nurse (RN) specially trained to perform telephonic triage;
4. The RN will recommend first aid self-treatment or refer the injured employee for an off-site medical evaluation by a District designated on-call triage service medical provider;
5. The RN will fax after-care instruction sheets in English or Spanish to a designated location at the workplace for the injured employee at the conclusion of the call, which will summarize any recommended self-treatment protocol;
6. For all injuries that are called to the service, standardized reports will be generated at the conclusion of the call that capture the most important information relative to the potential work related injury that was reported.

Timely reporting is an essential practice for all potential work related injuries to ensure the best possible outcomes.

Should you have any questions about the process outlined above, please contact the Business Manager.

Legal Ref.: Section 121.02(1)(g)(i) Wisconsin Statutes (School District Standards)
146.81-146.84 (Miscellaneous Health Provisions)
PI 8.01(2)(g)(i) Wisconsin Administrative Code