

## **ACCIDENT PROCEDURES**

### Student:

- All students' accidents or injuries that occur during school hours or school activities are documented by the nurse in the computerized daily log.
- The following criteria represent the need for a specific accident form to be completed:
  1. Head injury
  2. Abnormal neurological assessment
  3. Fracture
  4. Sprain
  5. Loss of consciousness
  6. Excessive bleeding of any kind
  7. Dismissal to parent, physician or emergency room due to injury(i.e. need for sutures, tetanus shot)
  8. Administering of First Aid by the nurse or certified staff member
- Once form is completed it is kept in the student's computerized health record.
- The nurse will make a copy of the accident form and file it in the nurse's confidential file (not in individual health record).
- Copy of form is to be brought to the attention of the building administration and forwarded, within 24 hours, to the Superintendent's Office.

### Employee

- If an employee is injured on the job, he/she is required to report to the nurse in his/her building.
- The nurse will offer the employee an opportunity to be seen at a local clinic that has been identified for employee accident/injury care.
- The nurse will then complete the Employee Accident Form. A form needs to be completed for any injury, minor or major. The report will include documentation of the offer to the employee to be seen in the clinic and the response of the employee to the offer.
- The nurse will keep a copy for her records and send a copy to the Superintendent's office.

The nurse will also record any staff assessment or treatment in the computerized daily log.

Adopted By The

Hadley School Committee: April 24, 2014

Revised and Adopted June 25, 2018