

## **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. Severe head injury with bleeding/laceration
  2. Abnormal neurological assessment
  3. Fracture
  4. Severe sprain
  5. Loss of consciousness
  6. Dismissal to physician or emergency room due to injury (i.e. need for sutures, tetanus shot)
- Once form is completed it is kept in the student's computerized health record.
- Copy of form made and filed in nurse's confidential file (not in individual health record).

### 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 then complete the Employee Accident Form. A form needs to be completed for any injury, minor or major.
- 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 May 3, 2004

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