

EDGERTON DISTRICT #581

Health Related Services – 507-442-7881

SCHOOL ACCIDENT & INJURY REPORTING POLICY

Ensuring that our students and staff are safe while in our building is of the utmost importance to us. We care very much that students do not harm each other and that students do not harm staff. In the unfortunate event that injury does occur, whether accidentally or intentionally, to self or others, it is imperative that this information is brought to our attention.

The school accident/injury report form is the easiest and best way to communicate with administration and the school nurse. Staff should fill out a form immediately after the accident/incident has occurred so that information is most likely to be remembered.

As usual protocol, if staff or student needs to see the school nurse, please do so. If she is unavailable, please notify administration of any health care needs. For injuries not requiring an individual to see the nurse or seek outside health care, you may simply fill out the form and place in the school nurse's mailbox. She will follow up and track any injury that occurs in our building whether big or small.

If a student is injured at school and is sent home to his/her parents, please fill out a report form. This will help if/when the student continues to have symptoms/issues, we have a complete picture of what happened here at school and the condition the student was in when they left to their parents' care.

In the event that a staff member needs to seek health care due to injuries sustained while on the job, please notify the Business Manager as soon as possible. A "first report of injury" form is required by OSHA to be completed within 24 hours of the incident. This is how a claim is filed on your behalf to cover the costs incurred due to your injury.