

STUDENT ACCIDENT REPORTING
PROCEDURE (SAF-P001)
Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for internal reporting and record keeping of an accident resulting in an injury to a student.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Risk Manager/Safety Coordinator (RMSC)

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Human Resources Officer (CHRO)

4.0 DEFINITIONS:

- 4.1 Major Accident: Any accident/incident considered to be major by school staff including but not limited to the following: suspected broken bones, lacerations requiring doctor visits, injuries resulting from fights, head injuries, back injuries, injuries requiring a doctor or hospital visit, anytime an ambulance is called, anytime someone seems to be faulting the school system for the incident (regardless of how minor), or if in question.

5.0 PROCEDURE:

- 5.1 School staff (i.e. teacher, office staff, or nurse) completes a Student Accident Report Form (SARF) ([SAF-F001](#)) on each injury that takes place while a student is under the jurisdiction of the school.
- 5.1.1 The supervisory person or eyewitness of the student at the time of the incident should fill out the designated top portion of SAF-F001, while the nurse completes the designated bottom portion of SAF-F001, if in the building at the time of the student accident.
- 5.1.2 The clinic referral (Refer to [HEA-F037](#)) serves as the accident report if, in the best judgment of the school nurse, the injury is minor, such as a paper cut.
- 5.2 If the accident is considered a "major accident", the Risk Manager/Safety Coordinator and/or School Nurse Supervisor is contacted immediately by telephone or cell phone.
- 5.2.1 A copy of the SARF is faxed to the Risk Manager/Safety Coordinator or School Nurse Supervisor as soon as completed.
- 5.2.2 The original SARF is immediately forwarded to the Risk Management/Safety Department and a copy is filed in the school office.
- 5.2.3 The Risk Manager/Safety Coordinator conducts an evaluation to determine if there is an apparent cause of injury and if an investigation is required.
- 5.2.4 If an investigation is required, the Risk Manager/Safety Coordinator determines the cause of the accident and remedy.
- 5.2.5 If no investigation is required, the Risk Manager/Safety Coordinator closes the file.

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5.3 If the accident is not considered a “major accident”, school staff determines the cause and remedy.

5.3.1 The original SARF is filed at the school until the end of the school year and then forwarded to the Risk Manager/Safety Coordinator or School Nurse Supervisor for filing.

5.3.2 A copy of the SARF is filed in the school office.

5.4 The Risk Manager/Safety Coordinator files claim in office, if necessary.

6.0 ASSOCIATED DOCUMENTS:

6.1 Student Accident Report Form [SAF-F001](#)

6.2 Clinic Referral [HEA-F037](#)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
SARF	Risk Management/Safety Department	Minimum of 16 years	Shredded	Secured Building
Claim reports/files/notes	Risk Management/Safety Department	Minimum of 16 years	Shredded	Secured Building

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
1/28/03		Initial Release
2/12/03	A	“on site” removed from 5.2.3
2/19/03	B	Medical Aide removed from 5.3
8/27/03	C	Clarify scope, change pager to cell phone in 5.2, rewrite 5.4, update flowchart
2/24/05	D	Change responsibility title and authority and replace Safety Officer with Safety Coordinator throughout procedure, update flowchart
3/03/08	E	Update 5.4, record retention and flowchart
6/15/09	F	Update employee titles, exchange nurses log with clinic referral, add 5.1.1, revise flowchart
4/6/11	G	Add clarification to 4.1, removed “elementary schools” from 5.1, Added School Nurse Supervisor to 5.2, 5.2.1, and 5.3.1, Changed RMSC to Risk Management/Safety Department on 5.2.2, Remove 6.3 from Associated Documents, Added Claim reports/files/notes to Record Retention Table.

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9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in “Exhibit A” of this procedure.

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Student Accident Reporting Flowchart

