

Hermiston School District 8R

Code: **EBBB**
Adopted: 1/2/96
Revised/Readopted: 4/5/05
Orig. Code(s): EBBB

Injury/Illness Reports**

All injuries/illnesses occurring on district premises, in district vehicles, at a district-sponsored activity or involving staff members who may be elsewhere on district business will be reported immediately to a supervisor. A written report will be submitted within 24 hours to the safety officer. Reports will cover property damage as well as personal injury.

In the event of a work-related¹ illness or injury to an employee resulting in overnight hospitalization for medical treatment² other than first aid, the safety officer shall inform the Oregon Occupational Safety and Health Division (OR-OSHA). A report will be made within 24 hours after notification to the district of an illness or injury. Fatalities or catastrophes³ shall be reported within eight hours.

ALL injuries/illnesses will be promptly investigated. As a result of the investigation any corrective measures needed will be acted upon.

Monthly records will be maintained. An analysis of the data and trends will be made at least annually.

The Board will receive reports on serious injuries/illnesses, including accidents involving district property or employees, students or visiting publics, and periodic statistical reports on the number and types of injuries/illnesses occurring in the district, as well as on the measures being taken to prevent such injuries/illnesses in the future.

If, as a result of accident or illness, a student requires medical attention, the following things shall be done:

The parents shall be contacted immediately if at all possible. If the parent has given the name of an alternate to be contacted, this should be the second line of action. The student should be under the direct care of the principal or his/her designated alternate until the contact is made with the parent, guardian or alternate designated by the parent or guardian and directions are received for further action.

¹An injury or illness is work related if an event or exposure in the work environment caused or contributed to the condition or significantly aggravated a preexisting condition.

²Medical treatment includes managing or caring for a patient for the purpose of combatting disease or disorder. The following are not considered medical treatment: visits to a doctor or health-care professional solely for observation or counseling; diagnostic procedures including administering prescription medications used solely for diagnostic purposes; and any procedure that can be labeled first aid.

³A catastrophe is an accident in which two or more employees are fatally injured, or three or more employees are admitted to a hospital or an equivalent medical facility.

In an emergency situation when the parent or other designated person cannot be reached at once, the student shall be taken to the hospital emergency room. The student should not be transported home by school employees unless the parent has given consent in case of severe accident or illness.

If an injury has occurred, a school Injury/Incident Report Form must be completed and one copy kept at the building and one copy sent to the district office.

END OF POLICY

Legal Reference(s):

[OAR 437-001-0015](#)
[OAR 437-001-0052](#)
[OAR 437-001-0053](#)
[OAR 437-001-0700](#)

[OAR 437-001-0760](#)
[OAR 437-002-0140](#)
[OAR 437-002-0144](#)
[OAR 437-002-0145](#)

[OAR 437-002-0360](#)
[OAR 437-002-0377](#)
[OAR 581-022-1420](#)