

## **Injury/Illness Reports\*\***

All injuries/illnesses sustained by the employee while in the actual performance of the duty of the employee 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 district's safety officer. All accidents involving students, visiting public or district property will be reported immediately to a supervisor.

In the event of a work-related<sup>1</sup> illness or injury to an employee resulting in overnight hospitalization for medical treatment<sup>2</sup> other than first aid, the district safety officer shall report the incident to the Oregon Occupational Safety and Health Division (OR-OSHA). This report will be made within 24 hours after notification to the district of an illness or injury. Fatalities or catastrophes<sup>3</sup> shall be reported within eight hours to OSHA.

**ALL** injuries/illnesses sustained by an employee, while in the actual performance of the duty of the employee, or by a student or visiting public will be promptly investigated. As a result of the investigation any corrective measures needed will be acted upon.

The district safety officer will maintain records and reports on serious injuries/illnesses, including accidents involving district property or employees, students or visiting members of the public, 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.

The records will include monthly reporting information and an analysis of the data and trends will be conducted at least annually. Such reports will be submitted to the superintendent for review.

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

1. The parent or guardian shall be contacted immediately if at all possible. If the parent or guardian 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

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<sup>1</sup>An 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.

<sup>2</sup>Medical 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.

<sup>3</sup>A "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.

contact is made with the parent, guardian or alternate designated by the parent or guardian and directions are received for further action.

2. In an emergency situation when the parent, guardian 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, guardian or other designated person has given consent in case of severe accident or illness.
3. 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

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**Legal Reference(s):**

[ORS 339.309](#)

[OAR 437-001-0015](#)

[OAR 437-001-0700](#)

[OAR 437-001-0760](#)

[OAR 581-022-2225](#)

**Cross Reference(s):**

EH - Electronic Data Management

GBE - Staff Health and Safety