

## **Injury/Illness Reports**

### **Accident Investigation Procedures**

All student and employee accidents shall be investigated by the district safety officers. If the district safety officers are absent at the time the accident investigation is required, the building monitor or designated person where the accident occurred, will be responsible for conducting the investigation. In case of a student accident resulting from an unsafe act or condition, a student accident investigation report must be completed. All accident investigation reports should be completed by the person conducting the investigation within 24 hours of the time of the accident, injury, or illness was discovered or reported.

The district safety officer shall review all investigation reports (if investigated by someone else) and verify that required investigative procedures have been followed and that all facts have been accurately reported. The original copy will be retained for the files and copies distributed to the district safety officer for all accidents except those of a very minor nature.

1. Go to the accident scene as soon as possible.
2. See that the injured employee receives the required first aid or emergency medical treatment by qualified individuals.
3. Talk with the injured employee if feasible, or talk with nearby employees. Get the facts.
4. Write reports using the supervisor report of accident form, or write a narrative describing the entire accident sequence. In filing out such reports, it is of critical importance that all details of the accident are fully described and explained. This can affect the district's liability and the employee's chance for recovery.
5. Study the possible causes, unsafe conditions or unsafe practices.

### **Reporting Procedures**

Employee: The business manager will record from accident reports information which may result in a compensable injury claim. A State Accident Insurance form shall be completed by the affected employee for all cases of occupational injury or illness involving loss of time and/or medical care beyond that of first aid. Fatalities must be reported to the Workers Compensation Board immediately. All other worker's compensation time requirements for reporting shall be met in accordance with specific guidelines furnished by them.

Student: The high school secretary will keep records of Student Injury Reports and Student Accident Investigation Reports. She will also provide the student with the proper school insurance forms, when applicable. It is expected that student insurance claims will be handled by the student's parents.

### **Athletic Contests**

Since there is no doctor available for athletic contests in Imbler, the following procedure will be followed at all home games:

1. A complete first aid kit and stretcher will be available at all times;
2. Trained personnel such as the head coach will be present. If the head coach cannot be present, he will notify an assistant coach. If at any time neither of those two can't be present, an administrator will be present at the request of the head coach;
3. The outside office phone will be kept available at all times. The emergency phone numbers for the ambulance and the La Grande Hospital are listed on the wall by the secretary's desk. They are:

Ambulance                      911

La Grande Hospital      541-963-8421

4. It will be the responsibility of the emergency care person at the scene to make certain someone is instructed to notify the facility to which an injured player is being transported, the player's condition and estimated time of arrival at the facility;
5. It will be the responsibility of the school administrator or his designated representative to contact the parents in case of an emergency which should require taking an injured player by ambulance, when a parent is not at the scene.