

**North Wasco County
School District 21**

Code: **EBBB-AR**
Adopted: 4/8/99
Readopted: 2/11/04
Orig. Code(s): The Dalles EBBB-AR

Accident Reporting Procedures

The district will encourage as many members of the staff as possible to be trained in first aid.

Employee: Two forms will be necessary if doctor's services are utilized:

1. North Wasco County School District 21 Occupational and/or Accident Injury Report – to be completed in the school office;
2. State of Oregon Worker's and Employer's Report of Occupational Injury or Disease – to be completed in the business office.

In any case of accident, the responsible staff member shall complete the descriptive portion of the district accident form; the principal shall complete the disposition portion – and forward, expeditiously, to the superintendent.