

## STUDENT ACCIDENT REPORTING PROCEDURE (SAF-P001)

Clarksville-Montgomery County School System

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### 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 Safety and Health Director (SHD)

### 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 serious injury: suspected broken bones, lacerations requiring doctor visits, injuries resulting from fights, head injuries, possible liability, 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, athletic trainer, or coach completes the designated bottom portion of [SAF-F001](#), if in the building at the time of the student accident.

- 5.1.1.1 If the form is being completed by the school nurse, the nurse will start the clinic visit in the Electronic Medical Record (EMR).

- 5.1.1.2 The nurse will select if the injury is major or minor.

- 5.1.1.3 The system will fill in all of the student's demographic information and documentation from the lower section of the Student Accident Report.

- 5.1.1.4 An electronic copy of the report will be emailed to the supervising staff member to complete their portion.

- 5.1.1.5 The completed Student Accident Report must be completed as soon as possible (no more than 24 hours) printed, signed and returned to the School Nurse. Once the completed accident report is returned, the nurse will scan it into the EMR and mark it complete.

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- 5.1.1.6 The EMR will automatically email the completed report to the Safety and Health Associate.
- 5.1.1.7 The list of pending accident reports will be listed on the School Nurse's EMR homepage and must be scanned into the EMR and marked complete within 24 hours of the accident.
- 5.1.2 The clinic referral and/or clinic visit documentation in EMR (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 Safety and Health Department (SHD) is contacted immediately by telephone or cell phone.
  - 5.2.1 A copy of the SARF should be faxed or emailed to the SHD as soon as completed if it was not generated and completed in the EMR.
  - 5.2.2 A copy is also filed in the school office.
  - 5.2.3 When warranted, the SHD 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 SHD opens a claim.
  - 5.2.5 If no investigation is required, the SHD closes the file.
- 5.3 The original SARF is filed electronically in the EMR, any paper copies should remain at the school until the end of the school year and then forwarded to the SHD for filing.
  - 5.3.1 A copy of the SARF is filed in the school office.

### 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	Safety and Health Department	Minimum of 16 years	Shredded	Secured Building
Claim reports/files/notes	Safety and Health Department	Minimum of 16 years	Shredded	Secured Building

### 8.0 REVISION HISTORY:

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<u><b>Date:</b></u>	<u><b>Rev.</b></u>	<u><b>Description of Revision:</b></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.
9/13/12	H	Change School Nurse Supervisor to District Registered Nurse in 5.2 and in 5.2.1.
1/6/16	I	Replaced "admin" with CMCSS throughout. 4.1 added "serious injury" and "possible liability". 5.1.1 added athletic trainer or coach. Updated logo and flowchart.
12/13/16	J	Changed RMSD to Safety and Health Department throughout. Updated flowchart.
11/6/18	K	Added 5.1.1.1 through 5.1.1.7. Added EMR information to 5.2.1 and 5.3. Removed flowchart.

**\*\*\*End of Procedure\*\*\***