MEMORANDUM

TO: All Staff
FROM: James H. Strimple, Jr.
DATE: August 1, 2016
RE: Student Accident Procedures

The guidelines for reporting student accidents and when an ambulance is to be called for a student accident are as follows:

When an injury is an emergency requiring immediate medical attention (e.g., fracture, severe bleeding, student unconscious), and a request for rescue squad assistance (911) is made, my office requires notification via a telephone call to Esther Berko (Ext. 308) during regular business hours. If the accident occurs after business hours, my office is to be notified the following morning. Telephone calls must be followed-up with the written "Student Accident Report" within 24 hours of a severe emergency.

If the injury is a non-emergency situation, seek on-site first aid from the school nurse and call the child's parents/guardian. You can recommend taking the student to their own doctor for any follow-up care, if needed (e.g., minor cuts needing stitches). The written "Student Accident Report" should be forwarded to my office within five days of the occurrence. It is not necessary to notify my office by telephone for a non-emergency situation. All Student Accident Reports occurring during the month of June are required to be on file in my office by the end of June before nurses leave for the summer.

Student athletes/band members are covered under a separate athletic insurance plan. If a severe emergency injury occurs, my office should be notified. If the injury is a non-emergency situation, it is not necessary to call my office, but follow-up with a written accident report is required. The athletic plan, which the district purchases, is secondary to any primary parent coverage in place.

The voluntary student accident plan is primary regardless if the parents have their own insurance. For students/parents who elect and pay for the voluntary student insurance, a claim form signed by the Principal, should be immediately provided for their submission to Boilinger.

**The school district does not carry a separate medical coverage policy for non-athletic accidents.**

The "Student Accident Report" form is attached for your convenience and should be typed or neatly written and legible. Please make ample copies of the form for use during the school year. If you have any questions regarding the above procedures, please do not hesitate to contact my office.

Please note: Staff accidents/injuries are reported to the Personnel Office.