
[princi_elem] [principals] HR: Helpful Tip (Student Accidents)

From : Karen Hardin <hardin@4j.lane.edu> Mon, Oct 08, 2018 08:00 AM
Sender : princi_elem <princi_elem-bounces@4j.lane.edu>  1 attachment
Subject : [princi_elem] [principals] HR: Helpful Tip (Student Accidents)
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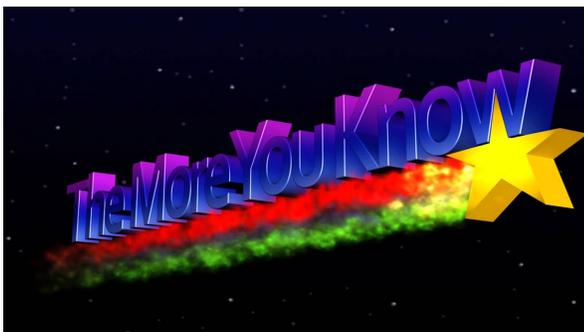
Student Accident File/Documentation:

When a student has a major accident at your building it is important that you document what happened and follow up with parents/guardians within a timely manner. We have seen an uptick of student accidents turning into claims against the district, many times accompanied by a threat to obtain a lawyer. To protect ourselves, it is best practice to maintain your own student accident file (to be kept in your desk, not in the student's record) in addition to the accident report filed in Synergy. Things to include in your personal accident file:

- Where did the accident occur?
- Was there any supervision? If so, how many supervisors were present?
- Was the student following the rules for the activity?
- Were there any environmental factors at play (weather, slippery floor, broken equipment, etc.)
- Who responded to the incident?
- How long did it take to respond to the incident?
- Was 911 called? If so, what time?
- Were parents called? If so, what time?
- Any witnesses? Did you interview witnesses?
- Any other pertinent details.

Many times parents will wait weeks or months before filing a claim. When this happens, it is essential to have documentation that can help us recall the details of the situation easily. Write it all down now - I PROMISE you won't regret it!

I strongly urge you to follow up with parents/guardians within 48 hours of the accident, especially when a student has been hospitalized - this will build trust with parents as well as provide any insight on accommodations the student will need upon their return to school. The most common complaint I hear from an upset parent is: "Nobody has contacted me since my kid was hurt!"

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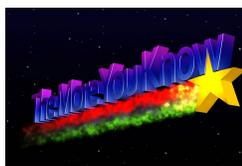
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