

EMPLOYEE/PUPIL ACCIDENT REPORT

Building administrators are responsible for the safety of pupils and employees working under their direction. The administrator shall investigate any injury to an employee or pupil which occurs during the workday or school day. Employees must report their accident to Workers' Compensation (VRSA), at the time of the accident or as soon as feasible. Should the employee refuse to report the accident to Workers' Compensation, the administrator should contact VRSA to report the accident. If the accident is of a serious nature, the administrator shall contact the Benefits Manager as soon as possible. The building administrators will update employees annually on these procedures along with any changes in contact information.

All school division employees are responsible for providing proper supervision for students to ensure student safety and report unsafe situations to their direct supervisor. In the event of a student injury, the Pupil Accident Report Form shall be completed immediately at the building level and filed with the Office of Student Services, within five (5) working days of the date of any injury.

Adopted: February 14, 1995
Revised: December 10, 2019
