

CANTON PUBLIC SCHOOLS *HEALTH SERVICES*

INCIDENT REPORTS FOR STUDENTS AND STAFF

Rationale:

Accidents and/or Incidents are unplanned events that cause, or have the potential to cause, an injury or illness. Incidents may range from serious incidents and emergencies to near-miss incidents where there is no actual injury or damage. Incident reports are completed to ensure that incidents are reported and investigated by school administration. A written record of significant events can be used to identify potentially dangerous situations and allow for implementation of proactive prevention strategies. The filing of an incident is not intended to assign blame to an individual or group but to ensure that students and staff are provided with a safe learning and working environment.

Procedure:

1. The school nurse will complete an “Incident Report” in the following situations:
 - a. Any incident that requires a 9-1-1 call
 - b. Referral to PCP or the Emergency Room for possible fracture or sutures
 - c. Significant head injury
 - d. Prolonged seizure that results in a 9-1-1 call
 - e. First time seizure
 - f. Syncope
 - g. Human bite
 - h. Equipment related injury
 - i. Work related injury
 - j. Any situation that the school nurse feels is appropriate
2. The school nurse should document the incident, nursing assessment, treatment and recommendations for referral.
3. The school nurse will generate an Incident Report using the SNAP “Significant” form in the computerized health record for either a staff member or a student.
4. When the incident involves a student the original signed Incident Report form will be given to the building principal. The student Incident form should be maintained in the health office in the electronic data base. Incident Reports are not filed in the student’s health record.
5. The building principal is responsible for coordinating the investigation of the incident and for notifying the superintendent’s office.
6. The nurse should notify the Nurse Leader if the incident has necessitated a 911 call for an ambulance transfer, or if the student has been referred to an emergency room for evaluation.

7. When the incident involves an employee, the nurse will be responsible for ensuring that the employee completes the appropriate forms.
 - a. Massamont First Report of Injury Form – Medical Only: The nurse should ensure that the employee completes the incident report form while in the health office. This form also includes a Release of Information section for the employee to sign. If the employee is not available to complete the form, the nurse must complete it as best as possible and send along to Human Resources immediately. Human Resources will fill in the gaps at a later date but must be notified of the injury as soon as possible.
 - b. Supplemental Supervisor’s Report: The nurse should complete the first section: Employee’s name and date of injury. The nurse should interview the employee and answer question “1”. The nurse should then initial this section, sign and date the bottom of the form. The form should then be forwarded to the employee’s supervisor.
 - c. Significant Report: The SNAP “Significant” report should be completed only when the school nurse has evaluated an employee. The completed form should be forwarded to the appropriate personnel along with the incident forms.

8. The nurse should send the signed original forms (a., b., and c.) to the Human Resource Department at the Canton Town Hall. Copies of forms (a. and b. only) should also be given to:
 - a. The building principal
 - b. The Administrative Assistant to the Business Administrator
 - c. The Nurse Leader

Fax Numbers:

Human Resources Department
 Canton Town Hall
 Jody Middleton

Fax: (781) 575-6602
 Phone: (781) 821-2936

School Department
 Admin. Asst. to Business Administrator
 Barbara Stephens
 Rodman Center

Fax: 1-781-575-6500
 Phone: (781) 821-5060 x1146

Nurse Leader
 Janet Donnelly
 Rodman Center

Fax: (781) 821-5039
 Phone: (781) 821-5060 x1113

9. When medical treatment is required for an employee, the nurse or the building principal should refer the individual to:

Milton Hospital Occupational Health Services
 Monday- Friday 8:00 AM – 5:00 PM
 Phone: (617) 696-4600 x1681
 Fax: (617) 698-1232

Milton Hospital Emergency Room

24 Hour Coverage Weekend/Holiday/After Hours (5:00 PM to 8:00 AM)

Phone: (617) 696-4600

The employee does have the option of choosing any medical provider for treatment. The employee must notify the medical provider that the visit falls under workers compensation. This aids in the reimbursement to the medical provider.

10. Follow-up for employee injuries will be conducted by the Human Resources Department at the Canton Town Hall.
11. If the employee is out of work for at least five calendar days, the attached Form 101 needs to be completed. The nurse must complete it as thoroughly as possible and Human Resources will fill in the gaps.
12. The employee should refer to the Human Resources Department with any questions that arise at (781) 821-2936.
13. All medical bills should be submitted to the Human Resources Department.

Procedure Adopted: August 2006

Procedure Reviewed: April 2009

Procedure Revised: July 2009

Procedure Revised: September 2012