

HUMAN RESOURCE

ILLNESS/ACCIDENT REPORT

Should an illness and/or accident occur on Ohio County Schools property, the ill or injured person will immediately notify the principal or supervisor.

Basic first aid treatment, if necessary, may be applied. In the event of student illness/accident, parents may be notified.

For serious injuries/illnesses, 911 will be utilized to request assistance. For students, parent notification will immediately be attempted.

When an accident occurs, an Ohio County Schools Accident Form will be completed by the injured employee or, for students, by the supervising teacher or principal. The entire form must be completed and signed by the principal within twenty-four hours of the incident.

A copy of all accident forms should be kept on file at the school and the original sent to the Business Office.

The supervisor will provide Workers' Compensation forms to the injured employee.

REGULATION REVISED: June 10, 2014

REGULATION REVISED: July 11, 1994

REGULATION ADOPTED: August 12, 1977

OHIO COUNTY BOARD OF EDUCATION