

**CLASSIFICATION: Business and Noninstructional
Operations****ADOPTED: 9/13/95
REVISED: 11/12/15
REVIEWED: 10/20/15****SUBJECT: Student Accident/Injury/Insurance
Reporting****PAGE: 1 of 2**

Diligence and care shall be exercised over students enrolled in programs operated by the San Diego County Office of Education to reduce the risk of accidents and injury. Division administrators and/or assistant superintendents responsible for the operation of San Diego County Office of Education programs involving children shall establish procedures for the handling and reporting of student injuries when they do occur.

HANDLING INJURIES TO STUDENTS

1. Procedures for handling and reporting student injuries shall be reviewed at least annually and updated as necessary. Procedures should clearly identify the program(s) to which they apply. Separate procedures should be written to accommodate individual programs when dictated by program needs. Procedures should cover:
 - A. Obtaining medical attention
 - B. Notification to parents and/or appropriate agencies
 - C. Obtaining names of witnesses
 - D. Completion and filing of injury reports
 - E. Inspections of accident sites for safety hazards
2. A copy of the procedure for handling and reporting student injuries shall be given to key personnel operating the program and to classroom instructors.

**CLASSIFICATION: Business and Noninstructional
Operations**

ADOPTED: 9/13/95

REVISED: 11/12/15

REVIEWED: 10/20/15

**SUBJECT: Student Accident/Injury/Insurance
Reporting**

PAGE: 2 of 2

STUDENT INJURY REPORTS AND CLAIMS

1. The Property/Liability Joint Powers Authority (JPA) for the San Diego County Office of Education requires that student injuries be reported to the JPA electronically using the *Student Accident Reporting System*. Filing of this form is the responsibility of the division assistant superintendent or his/her designee.
2. The assistant superintendent, or designee, may discuss/review the accident or injury only with representatives of the San Diego County Office of Education, the JPA or Property/Liability claim administrator, or with law enforcement authorities, if necessary. All calls/contacts by a parent or an attorney representing the injured student, shall be referred to the senior director, Internal Business Services.
3. If a staff member receives a written claim for damages or is served with a summons and complaint, the document shall be delivered to the senior director, Internal Business Services
4. Follow-up action on claims and lawsuits shall be handled by Internal Business Services as defined in Administrative Regulation 3320, *Claims/Suits Filed Against the County Board*.

Administrative Regulations: 3320, 5141

**Management Resources: San Diego County Office of Education Joint Powers Authority:
<http://www.sdcoe.net/business-services/risk-management/Pages/joint-powers-authority.aspx>**