

<b>Title</b>	Injuries and Acute Health Issues at School
<b>Item Type</b>	Important To Know
<b>Priority Level (Site To Do's ONLY)</b>	
<b>Description</b>	<p style="text-align: center;"><b>Helpful Information and steps to address injuries and health issues at school.</b></p> <p><b>WHAT:</b> Staff must respond appropriately to accidents and acute health issues that happen at school. A call to 911 should be based on the immediate need of the student, rather than possible costs.</p> <p><b>SFUSD carries insurance through Myers-Stevens for injuries that occur at school, field trips, or intramural events.</b></p> <p><b>Expenses will be covered for:</b></p> <ol style="list-style-type: none"><li>1. Students without health insurance.</li><li>2. Students whose primary insurance company does not authorize payment.</li></ol> <p>SFUSD Risk Management Department can help schools with these claims.</p> <ul style="list-style-type: none"><li>• Each student must have an emergency card on file so parents/guardians can be notified immediately in the event of an emergency.</li><li>• Document all injuries in the Illness/Injury/First Aid Log.</li><li>• Use the SFUSD First Aid Guidelines</li><li>• Student injuries must be reported in Synergy as instructed by the Synergy Synopsis Health document.</li></ul> <p><b><i>In an emergency or a serious injury when 911 is called or doctor's visit is required, log into SYNERGY, complete form "HLT203-Student Accident/Incident Report," then notify Risk Management at <a href="mailto:riskmanagement@sfusd.edu">riskmanagement@sfusd.edu</a> ASAP, no later than</i></b></p>

*24 hours following the incident.*

**WHO:** All staff should be aware of the school’s plan for responding to accidents and acute health issues.

**WHEN:** In the event of any serious injury or acute illness at school.

**WHERE:**

- Student Accident/Injury and Student Insurance Claim forms can be found at <https://district.sfusd.edu/dept/risk/default.aspx> or through the SFUSD Intranet/Departments/Risk Management Department/General Forms.
- Student Accident/Injury forms can also be found in Synergy –see the attachment titled “Synergy Student Injury Reporting” from Risk-Management for step-by-step guidance on “Creating an Accident/Injury Report for a Student.”
- Please refer to this link for guidance on when to call for 911 Emergencies.
- “Responding to Injuries and Acute Care Issues” and “911 Emergencies” should be posted for easy access by staff and can be found in the School Health Manual Section A.

**WHY:**

- Ensuring the safety, health and well-being of our students, staff and school environments are essential priorities for all SFUSD staff working at school sites.

**If you have any questions, please contact School Health Programs,  
Nurse of the Day at 415-242-2615.**

**Helpful Link (1)**

[Helpful information on how to address injuries and health issues at school.](#)

**Helpful Link (2)**

<http://www.Healthiersf.org>

**Helpful Link (3)**

**From Department**

Student, Family & Community Support

<b>From Subunit</b>	School Health Programs
<b>From (Name)</b>	Kim Coates, Executive Director
<b>Site Levels</b>	EED; ES; K8; MS; HS
<b>Audience</b>	Teachers; Other Certificated; Administrators; School Classified Staff
<b>Event Start</b>	
<b>Event End</b>	
<b>Due Date</b>	
<b>Contact for More Information</b>	<b>Contact for more information: Nurse of the Day at School Health Programs Department (415-242-2615)</b>
<b>Archive Date</b>	6/30/2018
<b>New</b>	
<b>Leadership Approval</b>	Truitt, Kevin