



Injuries and Acute Health Issues at School

WHAT: It is essential that school staff respond appropriately to accidents and acute health issues. A decision to call 911 should be based on the immediate need of the student, rather than concern for possible incurred costs. Please refer to the attached on 911 Emergencies.

SFUSD carries insurance through Myers-Stephens for injuries that occur at school, field trips or intramural events for costs not covered by the student's primary insurance company and for those students without health insurance. The Risk Management Department can help school sites with these claims.

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

- Each student must have an **emergency card** on file so parents/guardians can be notified immediately in the event of an emergency.
- All injuries should be documented on the Illness/Injury/First Aid Log maintained at the school site.
- Beginning school year 2014-2015, student injuries will be reported in Synergy as instructed by the Synergy Synopsis Health document (see attached). It is no longer required to SEND a copy of the Student Injury Report to Risk Management (or Legal) except in the following situation(s):

*In the event of an **emergency or serious injury** (e.g. when 911 is called or a doctor's visit is required) report HLT203-Student Accident/Incident Report should be produced and sent to riskmanagement@sfusd.edu as soon as possible but no later than 24 hours following the incident.*

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”.
- “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 at: <http://www.healthiersf.org/resources/SHM-SectionA.php>

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.**