

# BURLINGTON SCHOOL DISTRICT PROCEDURE

## PROCEDURE: STUDENT ACCIDENT/HEALTH EVENT REPORT OF INJURY

### Summary

When a student has an accident or health event in Burlington School District, we need to assess the situation, fill out the proper form, and send it to the proper person to submit to our insurance company.

### Definition

Reportable student incidents are accidents/events that result in injury or potential injury to a student, including but are not limited to:

- Injury requiring a physician's or dentist's further evaluation
- Injury referred by the nurse for further evaluation
- Injury requiring Emergency Medical Services (911) to be called for evaluation and/or transport
- Injury causing concussion, unconsciousness, neck or spinal cord injury
- Injury causing fracture of a bone or joint dislocation
- Injury requiring skin closure
- Injury resulting in hospitalization
- Injury resulting in near-death or death
- Administration of emergency rescue medication, i.e., epinephrine, naloxone, Diastat, etc.
- Failure to administer prescribed medication within the appropriate time frame, in the correct dosage, or to the correct student.

### Procedures for Student Accident/Health Event

1. Complete the [Student Accident/Health Event Report Form](#) within 24 hours of the incident.
2. Send the completed form to the District Lead Nurse, who will file a copy in the district office separate from the individual student record.
  - The District Lead Nurse will work with the business office staff to determine if the incident needs to be reported to the District's insurance carrier.
3. Notify the parent/guardian of the incident as soon as possible
4. Notify school administration as soon as possible.
  - Reminder: If 911 is called for the incident, the school administrator or their designee must also complete a Critical Incident Report the same day.
5. Document in the student's health record, including the specifics of the incident, steps taken to rectify the situation, and any follow-ups.

### Preschool

In accordance with PreSchool State Guidelines, the [Student Accident/Health Event Report Form](#) must be completed for "each accident, injury or medical emergency that leaves a visible mark, or first aid has been administered, even when medical treatment is not required" AND a copy of the completed form must be given to the child's parent the same day at pick up.

### Clerical Information

|                     |                                                                                        |
|---------------------|----------------------------------------------------------------------------------------|
| BSD Version:        | BSD Procedure Report of Injury                                                         |
| Date Adopted:       | September 15, 2026                                                                     |
| Legal Reference(s): | <a href="#">DEPARTMENT FOR CHILDREN &amp; FAMILIES Childcare Licensing Regulations</a> |
| Policy Reference:   | N/A                                                                                    |