

Student/Visitor/Third Party Contractor Health Emergency/Accident/Injury

Student/Visitor/Third Party Contractor action steps per staff handbook:

1. Upon a student health emergency, accident, or injury, the teacher will direct a paraprofessional or other student to contact the administrator/designee and stay with the injured or sick student.
2. Upon a visitor health emergency, accident, or injury, if there are multiple witnesses, one will stay with the injured or sick individual while another contacts an administrator/designee.
3. First aid will be administered as appropriate.
4. An ambulance will be called if needed. In this event, call the administrative office to notify them of this action.
5. Emergency contacts will be notified, as appropriate, by the administrator/designee.
6. The teacher and/or paraprofessionals who witnessed the student accident or the employee who witnessed the visitor accident must complete an HISD student/visitor injury report – form 2C, which is available from the building secretary, the finance office, or on our website. In the event there is no witness, the form may be filled out by injured individual.
7. Upon a non-emergency situation, employees should contact the administrator prior to sending a student or visitor for medical treatment. In the event of an emergency, contact may be made after the fact.
8. The employee must submit to the office secretary, whom in return will forward to the finance office, the completed injury report.
9. Once the situation has stabilized, the administrator will do an investigation of the incident and document their findings.

Injured Student/Visitor/Third Party Contractor

Follow these steps for the process of reporting an injured Student/Visitor or Third Party Contractor:

Step 1: Complete the HISD Student/Visitor Injury Report – Form 2C

(Obtain from building secretary, finance office, school nurse, or HISD website: General Information/HISD Employee Resources). Important – Fill in ALL Blanks

Step 2: Send/Fax copy of completed form to Finance Office and Supervisor immediately after the situation has stabilized.

If injured person is seeking medical treatment, can give them a copy of the completed form to take with them when seeking medical treatment, with instructions that injured persons own insurance is primary.

Supervisor Step after situation has stabilized:

Step 1: *Once situation has stabilized, do an investigation of incident and fill out the Supervisor's report of accident form. Give report to Finance Office. If security footage review and save.*

Frequently asked questions:

What if injured person determines a need for medical attention hours or days later?

An accident report should always be completed for an injury the date it happens, even if immediate medical attention is not needed. Therefore, if it is determined later that medical attention is needed, contact your immediate supervisor for approval. The Supervisor should then contact the finance office immediately to notify them of medical treatment.