

Business and Non-Instructional Operations**Building and Grounds Management****Accident Reports for Insurance Claims**

To gain prompt and appropriate medical attention and to facilitate processing of insurance claims, all accidents and injuries occurring on school grounds or while under school supervision shall be reported to a building or district administrator in an expeditious manner. Accidents involving students shall be reported to the principal or designee by the supervising employee in charge of the designated activity. Accidents or injuries involving employees shall be reported to the employee's immediate supervisor and the report should be sent to the Business Office for Worker's Compensation reporting. A written accident/injury report shall be completed and filed on the same day as the accident or injury occurs, except under extenuating circumstances.

The District requires drug and/or alcohol testing of an employee after an on-the-job injury or accident resulting from the performance of their job duties when such accident or injury is reported to the District's Worker's Compensation insurance carrier. Any such test shall be conducted by trained medical personnel at the District's expense. The results of any such test(s) shall be disclosed to and used by the District.

Legal Reference: **Section 102.01(2)(c), Wisconsin Statutes**
 Section 120.13(2)(a), Wisconsin Statutes

Policy Approved: **December 19, 2016**