



Student Injury Procedure (PLI-P001)

1.0 SCOPE:

- 1.1 This procedure describes the process in which the Risk Management Office – Property and Liability processes student injury reports at the Washoe County School District.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Risk Manager

3.0 APPROVAL AUTHORITY:

- 3.1 Senior Risk Management Analyst

(Approval signature on file)

Signature

Date

4.0 DEFINITIONS:

- 4.1 PLI – Property and Liability
- 4.2 WCSD - Washoe County School District

5.0 PROCEDURE:

- 5.1 When a student of the WCSD is injured and seeks first-aid at the school site, a PLI-F008 Student Injury Report must be completed by the clinical aide or the school nurse after providing first aid to the student.
- 5.2 The Student Injury Report must be signed by the clinical aide or the school nurse providing first aid.
 - 5.2.1 The principals must sign the form and forward the white and yellow copies to the Risk Management Office.
- 5.3 Risk Management Office enters the data from the form into an Excel spreadsheet creating the Student Injury database.
 - 5.3.1 The Senior Risk Management Analyst analyzes the reports to determine if there is a potential liability issue for WCSD.
 - 5.3.2 Depending on the circumstances, a copy of the Student Injury Report may be forwarded to the Legal Department for further investigation.
- 5.4 A copy of the Legal Department Investigator's report is forwarded to the Risk Management Office.
- 5.5 The Investigators report is attached to the Student Injury Report and filed.
- 5.6 A parent or guardian who wants to file a claim against WCSD will need to complete WCSD Claim Form PLI-F005.
 - 5.6.1 The WCSD Claim Form can only be obtained from the Risk Management Office.
 - 5.6.2 The claim form must be completed no later than two years past the age of majority. The age of majority is 18 years old.

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5.7 When the Risk Management Office is in receipt of the completed Claim Form (see PLI-P011 Liability Claims Procedure).

6.0 ASSOCIATED DOCUMENTS:

- 6.1 PLI-P011 Liability Claims Procedure
- 6.2 PLI-F005 WCSD Claim Form
- 6.3 PLI-F008 Student Injury Report

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Claim Forms	Property & Liability Files	99 years	Discard as desired per CSI-P004	Locked Office
Student Injury Report	Property & Liability Files	99 years	Discard as desired per CSI-P004	Locked Office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
2/1/06	A	Initial Release
8/18/06	B	Replaced "Investigators" with "Department" in 5.3.2; deleted last sentence of 5.3.2; added last sentence to 5.6.2; added "completed" to 5.7; Added 6.2 and 6.3
11/19/08	C	Added definition 4.1; added Excel language to 5.3; inserted "Legal Department" into 5.4; corrected procedure number referenced in 5.7 and 6.1; updated Record Retention Table to include CSI-P004.

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