

## **STANDARD OPERATING PROCEDURE ACCIDENT/INJURY REPORTS**

**PURPOSE:** To establish procedures for reporting accident and injuries and to provide information on the process for submitting accident/injury reports.

**REFERENCE:** DoDEA Regulation 4800.1, *Department of Defense Education Activity Safety Program*, 6 March 2001.

**APPLICABILITY:** This guidance applies to all district personnel with responsibility for informing the appropriate officials of reportable accidents or injuries.

### **REPORTABLE ACCIDENT AND INJURY CATEGORIES:**

1. **Category One:** Accidental Death. This category is self-explanatory. (Natural death is not reportable under this category).
2. **Category Two:** This category includes suspected brain damage, loss of limb, sight, hearing, or other serious disability or life-threatening injury.
3. **Category Three:** Temporary Disability. This category includes impairment of normal bodily movement, motion, or function (i.e., use of a splint, cast, restrictive bandage or crutches) and/or referrals for further medical treatment or diagnosis.  
**NOTE:** On questionable medical referrals, report only those injuries that are diagnosed as temporary disabilities. For example, a student is treated by the nurse for a possible fracture and is referred to a clinic/hospital for further evaluation. The student was diagnosed by the clinic/hospital as having a bruise, which does not have to be splinted, placed in a cast or otherwise immobilized. Such an injury did not create a temporary disability and is not reportable. However, if the injury was diagnosed as a fracture or serious sprain that required a splint, cast, or crutches, then the injury shall be reported.

## **PROCEDURES:**

1. When a student or employee is injured or involved in an accident under the following conditions, a DoDEA Form 4801 shall be completed and forwarded to the Kaiserslautern District Safety and Security office via e-mail.
  - a. on school grounds;
  - b. at off-school locations as a result of school-sponsored activities;
  - c. on a school bus, van or vehicle (contracted or government-owned);
  - d. when a student is traveling to or from school (to the extent that such information is obtainable from students, parents, police, medical or safety personnel).
2. When a reportable accident or injury to a student or employee occurs, the principal or designee (school nurse, secretary, counselor, etc.) will complete and forward the DoDEA accident/injury report, DoDEA form 4801, to the following via e-mail:

KDSO Safety and Security Specialist, Comm: 0160-906-17456  
e-mail: KDSO\_Safety\_Security@eu.dodea.edu

3. Suspense timeframes for electronically forwarding the DoDEA form 4801 are:

Category 1 or 2: Within 24 hours

Category 3: Within five working days

## **CONTROLS:**

1. Review of DoDEA form 4801.
2. Filing of reports within suspense dates.

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Superintendent