

Accident Reporting Procedures

1. Get forms online from: <http://w3.kisd.org/hr/accident>
KISD home page, HR, Accident/Injury
 - a. Employee Accident Procedures
 - b. Employee Report of Accident
 - c. Injured Employee Rights & Responsibilities
2. Give the employee forms A and C for their information.
3. Let employee complete the accident form if they are able.
4. Employee to be evaluated by school Nurse, recommend course of treatment, and sign report.
5. Have Employee and Principal sign the accident report.
6. Call HR to inform them of the accident so a treatment authorization can be sent to the medical provider, and send the form immediately by fax or email.
7. Please call with any questions you may have regarding the accident or these procedures.

Thank you for helping us care for the Employees of KISD!