



## **Student Injury Reporting Procedure**

When a student injury occurs, the Questar III teacher or designee must complete a Student Injury Report Form as follows:

1. Complete Sections I, II and III on the Student Injury Report Form in full.
2. Sign, date and forward the report to the Principal for review.
3. Notify the H&S Office if an injury requires the medical transport of a student.

### **Administrative Review**

1. Principal reviews and signs the completed Student Injury Report and contacts the home district personnel (CSE, home principal, nurse) regarding the incident, as appropriate.
2. The original report must be sent to the Questar III Business Office as soon as possible or by the next business day.

### **Questar III Business Office Responsibilities**

1. Forward a copy of the report to:
  - a. The Business Official at the District of Residence
  - b. Questar III Health and Safety Director
  - c. Questar III Program Director
2. Contact the Questar III insurance carrier depending on the nature of the accident if applicable.
3. Save an electronic copy of injury report and email sent to the Business Official of the District of Residence to the Questar III Business Office Shared Drive.