

St. Lucie County School District Procedures

Risk Management

Risk Management

Accident/Incident Reporting - VISITORS

PURPOSE: To provide a uniform procedure to effectively communicate accidents and or incidents involving visitors to all necessary parties and departments and the Third Party Administrator. In addition, this procedure is intended to provide reports to those parties responsible for underwriting the losses and those responsible for preventing a reoccurrence of injuries, or property loss to other visitors.

WHO

ACTION

WHO	ACTION
Principal/Department Head/Manager	<ol style="list-style-type: none">1. Upon notification of an injury, determine if the visitor requires or requests medical attention.2. If emergency treatment is required, call 9-1-1.3. Administer first aid if necessary.4. Take any necessary action to prevent further injury to visitor or others.5. Complete the <i>Accident/Incident Report-Visitors</i> form (RMD0005 Sample attached)6. Provide claimant with a copy of the completed report.7. Forward the completed report to Risk Management with any supporting material, statements, photographs, etc.8. If the injury requires the visitor to be transported to the hospital, Risk Management must be notified immediately.

Visitor Filing a Claim

In order to initiate a claim with St. Lucie County School District, claimant must submit documentation, in writing, detailing the incident for which they are pursuing reimbursement. Those details must include the following:

- WHO** was injured: Name
- WHAT** happened: Description of the incident and the resulting injury or damages
- WHEN** did it happen: Date and time of the incident or accident
- WHERE** did it happen: Name of school or facility
- WHY** is the District liable: Describe the actions of the District/District Staff or District
Owned property defect that they believe caused the injury or loss

When submitting the written document, all copies of invoices for medical services should be included.

Be sure that the claimant's name, address and phone number is included.

All information should be presented to: **St. Lucie County School District**
ATTN: Risk Management
4204 Okeechobee Road
Fort Pierce, FL 34947

The document/s submitted by the claimant will be forwarded to the Third Party Administrator who will, with the assistance of Risk Management, conduct an investigation of the incident or accident and notify the claimant of the investigative findings.



St. Lucie Public Schools
Risk Management Department
4204 Okeechobee Road
Fort Pierce, Florida 34947
772-429-5521

ACCIDENT/INCIDENT REPORT- VISITORS
 (Do Not Use For Students or Staff)

Location						
Name	Address	City	State	Zip	Phone	
Westgate K-8 School	1050 NW Cashmere Blvd	Port St. Lucie	FL	34947	772-807-7600	
Accident/Incident						
Date of Accident/Incident	Time of Accident/Incident	Location of Accident/Incident (e.g., Cafeteria, Gym, Classroom)				
08/29/16	11:20AM	Cafeteria				
Officials Called to Scene						
<input type="checkbox"/> Police <input type="checkbox"/> Ambulance <input checked="" type="checkbox"/> Administrator <input type="checkbox"/> School Security						
Claimant (Bodily Injury)						
Name	Age	Address	City	State	Zip	Phone
Jane Doe	54	123 Main Street	Port St. Lucie	FL	34986	772-555-5555
Reason for Visit to Location		Description of Injury				
Awards Ceremony		Contusion to left knee				
Claimant (Property Damage)						
Name	Age	Address	City	State	Zip	Phone
Description of Property		Description of Damage				
Description of Accident/Incident:						
Slipped and fell on wet floor near lunch table adjacent to the middle exit doors. It appeared to be milk that was spilled on the floor. Dean Nash helped Ms. Doe up, assisted her to a seat and called the clinic to request first aid. The Health Paraprofessional brought an ice pack to the cafeteria for Ms. Doe.						
Witness						
Name	Address	City	State	Zip	Phone	
Kristi Pacocha	Westgate K-8					
Name	Address	City	State	Zip	Phone	
David Nash	Westgate K-8					
Name	Address	City	State	Zip	Phone	
Cynthia Dennis	Westgate K-8					
Date of Report	Signature and Title					
08/30/16	David Nash, Dean of Students					

RMD0005