PROCEDURES FOR REPORTING STUDENT ACCIDENTS

PURPOSE

To provide procedures for reporting student accidents and injuries. There are several reasons for properly documenting and reporting student injuries and accidents. The primary reason Board Policy. Board Policy requires the reporting of all student accidents which result in an injury. Secondly, it is necessary to report accidents in anticipation of a claim and /or a lawsuit. Any claim filed with the student accident insurance carriers requires the claim form to be accompanied by an accident report. Lastly, by properly documenting accidents, the district can utilize loss prevention techniques to identify and mitigate accident trends at specific locations.

INTRODUCTION

School Board Policy 8442 requires all student accidents which result in an injury however slight, to a student, employee of the Board, or a visitor to the school be reported promptly. Injured persons shall be referred immediately to appropriate personnel for such medical attention as may be appropriate.

The employee responsible for an injured student shall complete a form; Form 7490, the Athletic Injury Report, for athletic accidents/injuries or form 7491, the Non-Athletic Injury Report for Non-Athletic accidents/injuries.

The accident injury information then must be entered into the Aspen Health Module. The Aspen Student Health Module became the district's student accident reporting system affective February 1, 2013.

ACCESSING ASPEN

Site administrators shall grant access to employees who need to enter or view accident/injury information. Grant the AAAA authorization for RACF WASH-Aspen Health School Update to employees who need to enter or edit information and grant WAHV-Aspen Health School View only to those who need to view the information.

Employees may then access the Aspen Health Module by logging into the Employee Portal in the Apps | Services | Sites Tab.

If employee training on the Aspen Health Module is required, employees may click on the Health Resources tab on the Aspen Main Page to access the training materials.
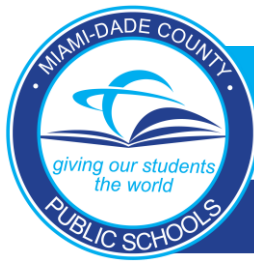
Release of information: Accident reports may be released to:

1. Office of Risk and Benefits Management,
2. The Department of Safety,
3. The Board's Third-Party Administrator, Gallagher Bassett, Services, Inc.
4. The School Board Attorney's Office and Outside Counsel, or
5. Student's Parent of Guardian

If a request is made for an accident/injury report from a third party such as the student's attorney or Health Insurance company, please refer to them to the Office of Risk and Benefits Management (305) 995 – 7182.

Report Information:

- On the last day of each month a report is run listing the non-athletic injuries by location/activity/agent with the highest frequencies for the previous month. Senior high school principals will also have an additional section in the report for athletic injuries.
- In addition, you can also run custom reports and queries using the Aspen Health Module. Training for this feature can be found by logging into Aspen via the Employee Portal. In the Group Resource section, select the Health Training Resources folder; you will have access to the [Aspen Health Module Training Resources collaboration site](). Scroll down to find the step-by-step tutorials in the Reports section.
  - For example, learn how to run queries and find specific information on the accidents entered at your location, and how to run a quick report displaying the total number of accidents at your location.
- Remember, injury reports must be entered in Aspen within 24 hours of occurrence excluding weekends. Also, when a formal individual injury report is required, it can be printed at nay time. Instructions on printing reports can be found in training collaboration site mentioned above.
- If you have any questions regarding entering accident data or are unsure how the program works, it is imperative that you fully watch the Aspen Health Module presentation found in the training collaboration site.
- Additional information regarding entering accident data is provided in the upcoming pages of this manual.

Questions:

- If you have problems accessing the system (after your site administrator grants access) or other technical concerns, they should be submitted to Support Services via Self Service at: http//serlservice.dadeschools.net. Select "Ask IT'S A Question" from the drop-down list.
- Policy questions regarding athletic injuries (secondary schools, interscholastic sports only) should be directed to the Division of Athletic and Accreditation (305- 995-7626).
- Policy questions regarding non-athletic injuries should be directed to the Division of Safety and Emergency Management (305-995-4900).
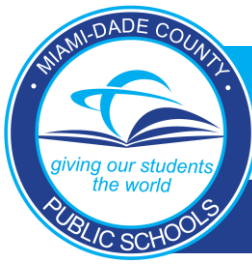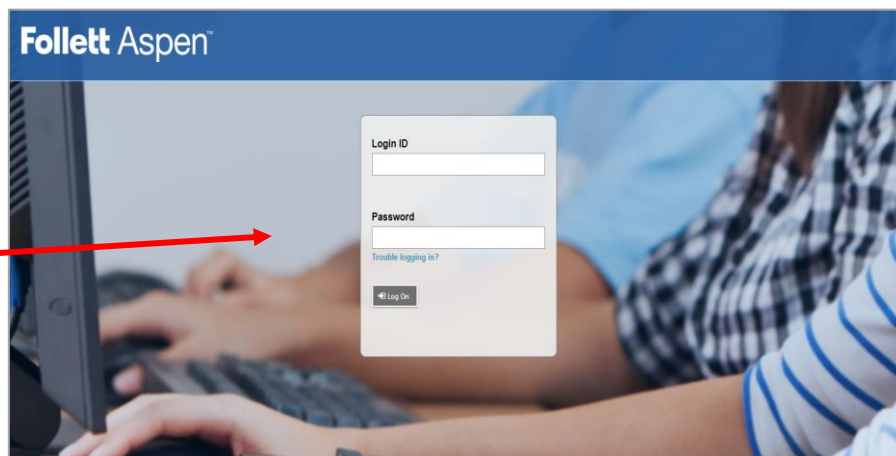
Employees designated to enter and update accident information will require RACF authorization WAHS – Aspen Health School Update. Employees designated to view accident data will require RACF authorization WAHV – Aspen Health School View Only.
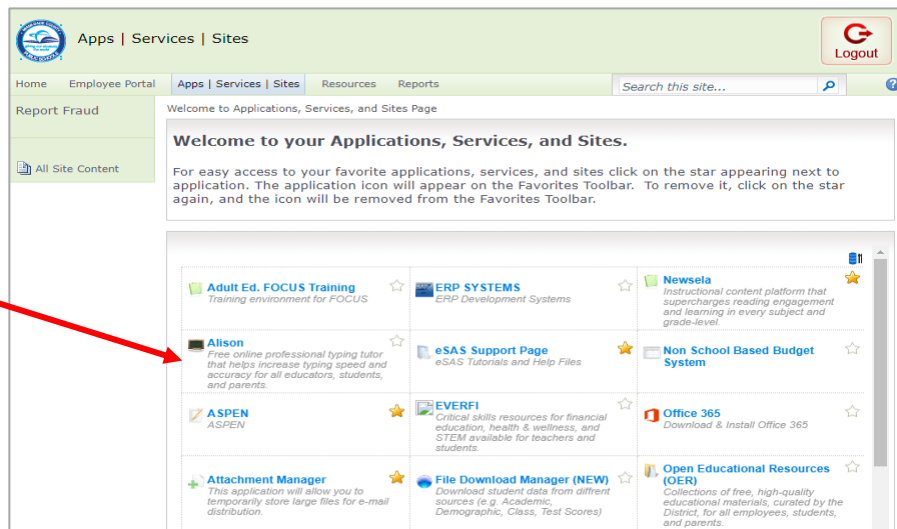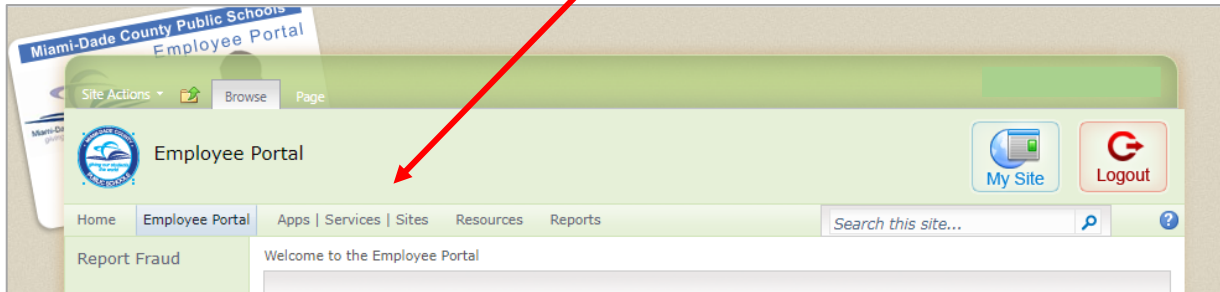
Click on ASPEN

Log into ASPEN

1. Change the view to Health from the drop-down menu titled Change View

Miami-Dade County Public Schools 2021-2022

District view ▾   VALLINAS, BRIAN ▾   ⏻ Log Off

| Pages | District | Student | Staff | Grades | Schedule | Extracurriculars | Global | Tools | Admin |

District
School
Health
Build

Tab 1   Tab 2

🏠 Home

📄 Page Directory

Announcements   Edit

School Links   Edit

Group Resources   Edit

▷ 🔶 Health Resources
▷ 🔶 Scheduling Resources
📕 221 Scheduling Calendar.pdf
📕 Aspen Authorizations 2022.pdf
🔗 Aspen Training Resources
🔗 Scheduling Calendar 2022-2023

Student Search

[   ] 🔍 Search   ☐ Include Archive

2. Click on the Accidents tab

Health View

MIAMI CORAL PARK SENIOR HIGH 2021-2022   Health view ▾   🔔 Select school   VALLINAS, BRIAN ▾   ⏻ Log Off

| Pages | Student | Accidents | Condition | Screening | Medication | Alert | Admin |

Daily Log

Daily Log
Details

Accident History

Appointments

Complaints

Treatments

Actions

Options ▾   Reports ▾   Help ▾   [Search on TimeIn] 🔍 🔻 ▦ a-z 📊 🖨   ⬈

Simple >>

Name/ID [   ] 📋

⊕ Add

◯ Current ❗ (0)   ⦿ All   (0)
◯ Open 📝 (0)   ◯ Closed   (0)
◯ Pending ⧗ (0)   ◯ Not closed (0)

0 of 0 selected ✏   Date ◄ 6/28/2022 ► ▦

Date	TimeIn	RptDate	InjDate	Name	Quick change

No matching records

3. Click add to access student pick list and choose the desired student

Cancel will take you back to the previous screen

Check student name to ensure it is correct

Important click to chose Athletic or Non-Athletic injury. Athletic injuries are typically inputted by trainers at school sites. Non-Athletic injuries are typically school-site student injuries

Pick Lists
Click on magnifying glass to view the pick list. A screen shot for this pick list is provided below.

These are not required fields. It is preferred that fields are completed by choosing the most appropriate category from the pick list.

Clicking in this areas will expand the text box. Spell check is also available.

Scroll up and down the pick list using your up and down arrows on your keyboard

This number indicates the items in the pick list

After completing all the required fields and the optional fields as needed, click the Save button at the bottom of the screen to confirm the accident record.