

# Coburg Community Charter School Policy

Code: **EBBB**

Adopted: 10/10/16

Revised: 10/8/19 6/10/2024

## Injury/ or Illness Reports

{This policy was originally released with the April 2024 Policy Update. Following that release, OSBA determined that a correction was necessary. This correction was made in May 2024 and this policy was re-released. This version includes the correction. Required policy. ORS 339.309 requires a school board establish policy for reporting incidents, e.g., injury.}

All injuries/ or illnesses<sup>[1]</sup>, sustained by the employee while in the actual performance of the duty of the employee, occurring on public charter school premises, in public charter school vehicles, at a public charter school-sponsored activity or involving staff members who may be elsewhere on public charter school business will be reported immediately to a supervisor. Staff members will report self-administered first-aid<sup>[2]</sup> treatment to an immediate supervisor. All accidents involving employees, students, visiting publics or school property will be reported to the administrator.

A written report will be submitted within 24 hours to the public charter school's safety officer. Reports will cover property damage as well as personal injury.

In the event of a work-related<sup>[3]</sup> illness or injury to an employee resulting in overnight in-patient hospitalization for medical treatment<sup>[4]</sup> other than first aid, loss of an eye, amputation or avulsion<sup>[5]</sup>, the safety officer shall report the incident to the Oregon Occupational Safety and Health Division (OR-OSHA). This report will be made within 24 hours after notification to the public charter school of an illness or injury. Fatalities or catastrophes<sup>[6]</sup> shall be reported<sup>[7]</sup> to OSHA within eight hours.

**ALL** injuries/ or illnesses sustained by an employee, while in the actual performance of the duty of the employee or by a student or visiting public and accidents involving school property, employees, students or visiting public will be promptly investigated. As a result of the investigation any corrective measures needed will be acted upon.

The school safety officer will maintain records and reports on serious on injuries/, illnesses, including and accidents involving public charter school property, or employees, students or visiting publics, and periodic

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statistical reports on the number and types of injuries/illnesses occurring in the public charter school, as well as on the measures being taken to prevent such injuries/illnesses in the future.

The records will include monthly reporting information and an analysis of the data and trends will be conducted at least annually. These records will include prevention measures taken, reporting information, periodic statistical reports on the number and types of injuries, illnesses and accidents occurring in the school, and monthly and annual analyses of accident data. Such reports will be submitted to the administrator. for review [annually[8]].

END OF POLICY

Legal Reference(s):

[ORS 338.115\(1\)\(yz\)](#)

[OAR 437-001-0760](#)

[ORS 339.309](#)

[OAR 437-002-0360](#)

[OAR 437-001-0015](#)

[OAR 437-002-0377](#)

[OAR 437-001-0700](#)

[OAR 581-022-2225](#)

[OAR 437-001-0704](#)

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[1] The Oregon Occupational Safety and Health Division provides: “Injury or illness” means an abnormal condition or disorder. Injuries include cases such as, but not limited to, a cut, fracture, sprain, or amputation. Illnesses include both acute and chronic illnesses, such as, but not limited to, skin disease, respiratory disorder, or poisoning (record injuries and illnesses only if they are new, work-related cases that meet one or more of the recording criteria). (OAR 437-001-0015(39))

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[2] For employees, “first aid” means any one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, or similar injuries that do not ordinarily require medical care. Such one-time treatment and subsequent observation is considered first aid even though it is provided by a physician or registered professional personnel. (OAR 437-001-0015(34))

[3] An injury or illness is work related if an event or exposure in the work environment either caused or contributed to the resulting condition or significantly aggravated a preexisting condition, injury or illness. (OAR 437-001-0700(6))

[4] “Medical treatment” includes managing or caring for is the management or care of a patient for the purpose of combatting disease or disorder. The following are not considered medical treatment: visits to a doctor physician or other licensed health care professional solely for observation or counseling; diagnostic procedures, such as x-rays and blood tests, including administering prescription medications used solely for diagnostic purposes; and or any procedure that can be labeled first aid according to OAR 437--001-0700 (8)(d)(A)(iii).

[5] Amputations and avulsions are only required to be reported if they result in bone loss. (OAR 437-001-0704(4))

[6] A “cCatastrophe” is an accident in which two or more employees are fatally injured, or three or more employees are admitted to a hospital or an equivalent medical facility. (OAR 437-001-0015(11))

[7] Reporting must be done in person or by telephone. (OAR 437-001-0704(3))

[8] [Annual reporting is required, but may occur more often.]