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Student or Non-Student Accident Reporting (RSK-P103)  
Sacramento City Unified School District

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**1.0 SCOPE:**

- 1.1 The process for reporting and documenting an injury to student or non student in all Sacramento City Unified School District

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

**2.0 RESPONSIBILITY:**

Risk Management Technician

**3.0 APPROVAL AUTHORITY:**

Risk Management Director

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**4.0 DEFINITIONS:**

- 4.1 SIA – Schools Insurance Authority

**5.0 PROCEDURE:**

- 5.1 Annually update and revise Forms:
- 5.1.1 Report of Incident or Student Accident Form RSK F103A
- 5.2 Updated Forms are approved by Risk Management Director
- 5.3 Updated Forms are sent out to all school sites prior to new school year
- 5.4 Site will send Risk Management Technician filled out form for any accident or incident involving student or non-student
- 5.5 Risk Management Technician analyzes filled out form and date stamps form
- 5.6 Form is flagged if serious nature or potential claim
- 5.7 Flagged form is sent to SIA with cover sheet indicating potential claim
- 5.8 File form by school site and fiscal year

**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 RSK F103A Report of Incident or Student Accident Form

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Completed Report of Student Accident Form and Completed Report of Incident Form	Student Accident Reports File Drawer by school sites in Risk Management Technician	One School fiscal yr 3 years	Scanned and shredded as appropriate	Secured Area and not released to anyone except by court order or advise of SIA or our attorney

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**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
4/2/03	A	Original Release
7/1/07	B	Combined Incident and Accident Report Forms

**\*\*\* End of procedure \*\*\***