

Addendum: Procedure for documenting and reporting injuries and accidents

In the event a student has an accident or injury at the School, it must be documented and reported to the parents and/or guardians. The Red Medical Emergencies Binder is located in the main office and is where the accident or injury is documented. Complete the Injury Report form along with the injury/accident log as soon as possible after the occurrence of each injury. Send home the injury report that day with the child to notify the parents and/or guardians. NOTE: All staff must be familiar with attached "Guide for Emergency Care in Maryland Schools" . If 911 is called, report the incident to Baltimore County Office of Human Resources, telephone number 410-583-6200, and follow up with written notification to the Baltimore County Office of Human Resource with a copy to the Director. See Addendum: Accidents Comar Guidance