

REPORTING INJURIES AND UNSAFE CONDITIONS

Policy 722

Waunakee Community School District

Page 1 of 2

For purposes of this policy, reportable injuries shall include at least any injury which restricts an individual's activities in more than a fleeting and incidental manner or which required, or which can reasonably be expected to require, medical care.

Students. If a student is injured or an accident endangering student health occurs at school or in connection with any school-sponsored or school-supervised activity, the incident shall be reported and documented, as soon as reasonably practicable, pursuant to the procedures defined within the District's emergency nursing services program and any other established safety protocols. If an employee or supervisory agent of the District is aware of such an injury or accident and is unsure of the specific reporting procedures that may apply in the particular situation, the employee or agent shall, at a minimum, promptly notify (1) the student's parent, guardian, or emergency contact; and (2) the relevant building principal, the relevant school health office, or a District-level administrator of the injury and the relevant circumstances.

Employees. Work-related illnesses and injuries affecting District employees and work-related incidents that create a danger to employee health shall be reported and documented, as soon as reasonably practicable, as further provided in the District's *Employee Handbook* and pursuant to any other established employment procedures. If a work-related illness or injury occurs and the affected employee is not aware of other procedures that may apply in the particular situation, the employee shall, at a minimum, promptly notify his/her immediate supervisor, via a written communication, of the work-related incident.

Other Persons. Injuries to other persons occurring on District property or in connection with any District-sponsored activity shall be promptly reported to the relevant building principal or to the Director of Facilities by (1) any District employee or supervisory agent of the District who witnesses the injury; or (2) an employee or supervisory agent of the District who is otherwise notified or made aware of the injury. If, under the relevant circumstances, it is not practical to promptly notify the building principal or the designated District-level administrator or supervisor, the report may be made to the individual who has primary on-site responsibility for supervising the particular site or activity on behalf of the District. The injured person is also strongly encouraged to personally contact the relevant building principal or the Director of Facilities to report any such injury as soon as reasonably practicable after the incident occurs.

Property Damage and Other Unsafe Conditions. Damage to District property or other conditions related to a District facility or other District property facility that create a clear risk to health or safety, regardless of the cause, shall be promptly reported to the relevant building principal or to the Director of Facilities by (1) any District employee or supervisory agent of the District who witnesses or personally discovers the damage or other unsafe condition; or (2) an employee or supervisory agent of the District who is otherwise notified or made aware of the issue. If, under the relevant circumstances, it is not practical to promptly notify the building principal or the designated District-level administrator or supervisor, the report may be made to the individual who has primary responsibility for coordinating or supervising the relevant building, facility, or operational activity on behalf of the District at the relevant time.

Legal References:

Wisconsin Statutes

[Section 101.055](#)

[public employee safety and health]

REPORTING INJURIES AND UNSAFE CONDITIONS

Policy 722

Waunakee Community School District

Page 2 of 2

Section 101.11	[employer's duty to furnish safe employment and workplace]
Section 115.33	[state inspections of school buildings]
Section 118.075	[indoor air quality]
Section 120.12(1)	[board duty; care, control and management of district property]
Section 120.12(5)	[board duty; repair of school buildings]
Section 121.02(1)(g)	[school district standard; emergency nursing services requirement]
Section 121.02(1)(i)	[school district standard; safe and healthful facilities]
Sections 254.11 to 254.178	[toxic substances in buildings]
Section 255.30	[eye protective safety goggles]

Wisconsin Administrative Code

PI 8.01(2)(g)	[school district standard; emergency nursing services policy/procedure requirements]
PI 8.01(2)(i)	[safe and healthful facility rules]

Cross References:

WASB PRG 722 Sample Policy 1
453.1, Emergency Nursing Services
722.1-Exhibit, Accident Report Form
721-Rule, Building Inspection Procedures
721-Exhibit, Hazard Identification Forms
743-Rule (2), Hazardous Materials Accident/Emergency Plan

Adoption Date: 4/11/88

Revised: March 1994
June 2002
July 2024