

North Bay Schools
Insurance Authority



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You can always reach us in the
event of an emergency!

Call 707-428-0824

and follow the directions to reach our
Emergency Pager System

What to do in the Event of...

A Risk Management Guide for School Principals



NBSIA
380A Chadbourne Road
Fairfield, CA 94534
P 707.428.1830 | F 707.428.1848
www.nbsia.org

Student Injury

- ◆ Provide medical care depending on severity of injury
- ◆ Contact all necessary parties (ambulance, nurse, parents) depending upon severity of injury. Make contact with parent/guardian as directed by district policy
- ◆ Complete the [Student Accident Report](#) form as fully as possible and submit to District representative and NBSIA immediately
- ◆ Retain a copy of the Student Accident report at site



Employee Injury or Illness

- ◆ If the injury is an emergency, dial 911, then call Company Nurse at 877-778-2576
- ◆ If not an emergency, have the employee and/or Supervisor call Company Nurse at 877-778-2576
- ◆ Company Nurse will refer the employee to a designated medical clinic
- ◆ NBSIA staff will contact the site to facilitate an investigation and initiate the early return to work program
- ◆ If you suspect fraud, please call 707-399-4210 or WeTip 1-800-78-CRIME to report



Death/Serious Injury of Anyone on School Grounds

- ◆ Immediately notify emergency response personnel, the district, and NBSIA staff
- ◆ Preserve any objects or equipment that may have been responsible for the injury
- ◆ Keep records of actions/conversations; list all parties on scene as potential witnesses
- ◆ Complete the appropriate incident form and forward to the district and NBSIA

Field Trips

- ◆ Obtain permission slips for all participating students
- ◆ Ensure adequate supervision for the students with ratio 1:5 for K-2, and 1:10 for grades 3-12
- ◆ Ensure that transportation complies with recommended guidelines (see volunteer section)
- ◆ Consider all foreseeable hazards or risks and ways to reduce/eliminate these risks

Working with Volunteers

- ◆ Ensure volunteers are registered with the district and have completed appropriate forms
- ◆ Provide each volunteer with a form of ID while on site
- ◆ Volunteers must be under the supervision of certificated employees of the district
- ◆ Provide volunteers with instructions of expected duties
- ◆ If a volunteer is injured, follow steps for employee injury

Athletic Safety

- ◆ Require medical background and examination by MD prior to team participation
- ◆ Conduct regular inspections of sports facilities and equipment
- ◆ Provide appropriate warnings on safe use of sports facilities and the dangers of specific activities
- ◆ Provide proper supervision

Public Use of Facilities

- ◆ If a group wants to use your site, refer them to the district office for completion of a Facilities Use Agreement and proof of insurance coverage. Request Additional Insured certificate as named insured

Auto Accident

- ◆ Report all auto accidents, including those involving non-employee passengers, to the district and NBSIA

Property Loss/Vandalism

- ◆ Fill out the [Property Loss Report](#) form as fully and completely as possible
- ◆ Submit to district representative and NBSIA and retain a copy at the site
- ◆ Contact WeTip to prepare posters for identifying suspect(s)



Any Claim of Potential Liability or Wrongdoing by the School or District

- ◆ Notify the district and NBSIA
- ◆ Preserve any objects or equipment that may have been responsible for the injury
- ◆ Keep records of actions/conversations and names of witnesses

Accident and Injury Prevention

Safety Inspections

- ◆ By site staff—Regular safety inspections are important. Checklists are available
- ◆ NBSIA schedules annual or bi-annual site inspections. Once corrections per the report are made, fax the report with dates of corrections to NBSIA
- ◆ NBSIA offers playground inspections by a Certified Playground Safety Inspector (CPSI) at no cost

Ergonomic Evaluations

- ◆ Standard ergonomic evaluations are provided at no cost by NBSIA staff

Training Services

- ◆ Numerous safety training programs are available either online or in person. To coordinate training, contact the NBSIA Member Services Manager at 707-428-1830
- ◆ NBSIA maintains a library of videos, DVDs and CD-ROMs available for borrowing

For forms or more information, please enroll in NBSIA's "Members Only" area at www.nbsia.org