



Every student by face and name.
Every school, every classroom.
To and through graduation.

ROCHESTER CITY SCHOOL DISTRICT STUDENT INJURY CHECKLIST

- Is there an injury? If so, send student to nurse and/or call 911
- Report incident to main office
- Begin incident/accident report – to be completed within 24 hours, if possible, and email to the Law Department at alison.moyer@rcsdk12.org
- Contact parent/guardian – provide parent with student accident insurance information
- Talk to witnesses, if any
- Take photos, if applicable, and email to alison.moyer@rcsdk12.org
- View video, if available, mark video date and time, and provide info to Safety and Security

EMPLOYEE INJURY CHECKLIST

- Is there an injury? If so, send employee to nurse and/or call 911
- Report incident to main office
- Begin incident/accident report – to be completed within 24 hours, if possible, and email to alison.moyer@rcsdk12.org
- Complete Workers' Compensation First Report, and email to maurice.snipe@rcsdk12.org
- Provide employee with Assault Forms. Completed forms may be emailed to meghan.abate@rcsdk12.org
- Talk to witnesses, if any
- View video, if available, mark video date and time, and provide info to Safety and Security

Please call the Law Department with any questions at (585) 262-8412 or (585) 262-8550