



**DEPARTMENT OF DEFENSE  
EDUCATION ACTIVITY**  
4040 NORTH FAIRFAX DRIVE  
ARLINGTON, VIRGINIA 22203-1635

MAR 6 2001

LOGISTICS

DoDEA Regulation 4800.1

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY  
SAFETY PROGRAM

- References:
- (a) DS Regulation 4800.1, "Department of Defense Dependents Schools Safety Program," September, 1993 (hereby canceled)
  - (b) DoD Directive 1000.3, "Safety and Occupational Health Policy for the Department of Defense," March 29, 1979 (Change 1)**
  - (c) DoD 1342.6-M, "Administration and Logistic Responsibilities for DoD Dependents Schools," August 1995
  - (d) DoD Instruction 6055.1, "DoD Occupational Safety and Health Program," August, 1998
  - (e) through (i), see enclosure 1

1. PURPOSE

This Regulation updates and revises general policy, responsibilities, and procedures for ensuring a safe and healthy educational and work environment for Department of Defense Education Activity (DoDEA) students, staff, and visitors. This promulgates the publication of related pamphlets, manuals, or other media to assist in achieving such an environment and implements applicable provisions of references **(b)**, (c), (d), (e), **(f)**, (g), and **(h)** which cite services, standards, and guidance for the DoDEA Safety Program.

2. POLICY

It is DoDEA policy that all reasonable measures shall be taken to ensure a safe and healthy environment at DoDEA facilities and activities. All DoDEA employees should take appropriate action to correct unsafe conditions. To emphasize the importance of safety and promote safety awareness, the month of October is observed as DoDEA School Safety Month.

3. APPLICABILITY

The provisions of this Regulation apply to all DoDEA personnel responsible for, or concerned with, the safety of staff and students or with conditions which could result in injury or death, property damage or loss, or disruption of DoDEA activities. This Regulation applies to

both the Department of Defense Dependents Schools (**DoDDS**) and the Department of Defense Domestic Dependent Elementary and Secondary Schools (**DDESS**).

NOTE: DoDEA and DDESS “above school level” office environments comply with Federal or derivative safety standards (OSHA, GSA, DoD, etc.) applicable to their physical location. More specific school level safety guidance and procedures are provided in this Regulation.

#### 4. RESPONSIBILITIES

##### 4.1. The Director, DoDEA, shall:

4.1.1. Ensure a safe and healthy educational and work environment for DoDEA students, staff, and visitors.

4.1.2. Designate the DoDEA Safety and Occupational Health Manager with oversight for the development, application, program assistance/reviews, and accountability outcomes for DoDEA policies, procedures, and standards pertaining to program safety.

4.1.3. Implement applicable Federal and derivative safety standards for work site environments.

4.1.4. Provide assistance to all schools and offices to achieve compliance with the provisions of this Regulation and other Federal and DoD safety and occupational health issuances.

##### 4.2. The Deputy Directors shall:

4.2.1. Implement and monitor a unified safety awareness and education program.

4.2.2. Implement DoD and DoDEA-established safety standards for all applicable work site environments while emphasizing the latitude for the development of appropriate safety materials for educational settings at the school level.

4.2.3. Designate the Area Safety and Security Officer to serve as the area point of contact for all safety and occupational health programs.

4.2.4. Collect and manage work site and operations data pertinent to accident and injury analysis for the prevention of systemic safety hazards.

##### 4.3. The Area Safety and Security Officer shall:

4.3.1. Monitor incidents of accidental injury to persons or damage to property in accordance with the procedures in enclosure 2, paragraph E2.5., “Reporting Accidents and Injuries,” and provide appropriate management follow-up, analysis, and higher headquarters reporting.

4.3.2. Provide program guidance and assistance in problem resolution to districts and schools, as necessary.

4.3.3. Visit each district annually, in coordination with District Safety and Security **Officers**, to evaluate physical safety and safety education programs.

4.3.4. Coordinate with applicable host nation authorities, Combatant Commands, and Major Commands to ascertain the availability of safety programs and assistance which could be provided to DoDEA.

4.4. District Superintendents shall:

4.4.1. Appoint the designated District Safety and Security Officer as the district point of contact for all safety and occupational health programs. The Safety and Security Officer shall visit each school annually to evaluate and assist with the implementation and execution of safety and health programs.

4.4.2. Ensure an understanding of, and compliance with, the requirements of the safety program by including safety issues in their scheduled meetings with principals, counselors, and others under their jurisdiction and arranging for in-service training where necessary.

4.4.3. Ensure that appropriate actions are taken to correct safety and health program deficiencies identified within the district.

4.4.4. Ensure that safety and accident prevention programs are included in the schools' curriculum, to include school bus and pedestrian safety.

4.4.5. Ensure that work site and operations accident, incident, and injury data is collected and analyzed to aid in the prevention of systemic safety hazards within the district. This data shall also be forwarded to applicable higher management policy oversight offices.

4.5. Principals shall:

4.5.1. Work cooperatively with host installation and community safety officials, DoDEA personnel, and school staff to promote a safety-conscious attitude in all aspects of the school's operation.

4.5.2. Maintain documentation on personnel who are currently qualified in standard Red Cross first aid and/or cardiopulmonary resuscitation (CPR) instruction and the

dates of this training. Coordinate refresher training with host community officials where necessary.

4.5.3. Ensure that safe working conditions and practices are maintained in outdoor recreation areas, gymnasiums, classrooms, laboratories, **offices**, common areas, and industrial and technical working facilities and that safety improvements are properly documented.

4.5.4. Provide a safe working and learning environment for academic or vocational programs that may potentially expose persons to chemicals by ensuring that chemical authorizations and limits are not exceeded, and that chemicals are accurately inventoried, safely and compatibly stored, handled, and properly disposed of when no longer needed. A Chemical Hygiene Plan is required for all schools storing or using chemicals in their curriculum. The OSHA-directed provisions of DS Regulation 4800.4, reference (i), apply to all DoDEA schools.

4.5.5. Ensure that teachers avail themselves of in-service training for the purpose of keeping current with the latest practices in safety education of students.

4.5.6. Ensure animals brought into the school have administrator approval after coordination with the school nurse and/or available records to ensure the animal's presence will not trigger student/staff allergic reactions. These animals must also have veterinary clearance, except for animals kept in aquariums or sealed containers.

4.6. Teachers shall:

4.6.1. Routinely instruct students in the safe handling of classroom equipment, tools, and supplies. Prominently post applicable safety instructions/posters as visual safety aids for equipment and tool usage.

4.6.2. Assist in instructing students in safe behavior while on school grounds, at school activities, or commuting ~~to~~/**from** school.

4.6.3. Report accidents or injuries occurring to students in their care while on school grounds or at school activities in accordance with Enclosure 2, paragraph E2.5.

4.6.4. Maintain a safe environment in classrooms geared to the age and maturity level of the students (for example, no hotplates, coffeepots, or unprotected sources of heat/flame in general classrooms).

4.7. All DoDEA employees shall:

4.7.1. Report any personal accidents or injuries occurring on DoDEA property or at DoDEA activities in accordance with enclosure 2, paragraph **E2.5.**, below which:

4.7.1.1 Require treatment from a medical practitioner,

4.7.1.2 Result in lost duty time,

4.7.1.3 Result in damage to government property,

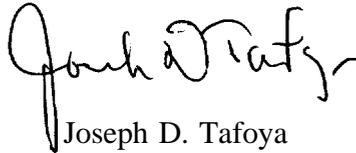
4.7.1.4 Involve a motor vehicle, or

4.7.1.5 Result in the serious injury or death of another person.

4.7.2. When aware of a safety hazard, take immediate action by removing the hazard (such as picking up loose papers from a floor or moving an object that might pose a slipping or tripping hazard). If this is not possible or appropriate, then prevent access to the hazard area and notify a supervisor of the problem. [Nothing in this paragraph is to be construed as requiring any employee to risk his or her own safety or health to resolve a hazardous situation or to attempt any procedure that he or she does not have the physical ability and/or technical competence to accomplish.]

5. EFFECTIVE DATE

This Regulation is effective immediately.



Joseph D. Tafoya  
Director

**DISTRIBUTION: X**

Enclosures - 3  
E 1. References  
E2. Procedures  
E3. DR Form 4801

**El. ENCLOSURE 1**

**REFERENCES**

- (e) DS Regulation 2720.1, "First Aid and Emergency Care,"  
February 1978
- (f) DS Regulation 2740.1, "Interscholastic Athletic Program,"  
August, 1997
- (g) DS Manual 2942.0, "School Health Services Guide,"  
May 1995
- (h) DS Regulation 4700.2, "Department of Defense Dependents Schools  
Internal Physical Security," November 1993
- (i) DS Regulation 4800.4, "Department of Defense Dependents Schools  
Chemical Hygiene and Safety Program," February 1995

## **E2. ENCLOSURE 2**

### **PROCEDURES**

#### **E2.1. SCHOOL SAFETY AND ACCIDENT PREVENTION**

**E2.1.1.** Semiannual inspection of schools. In accordance with **DoD** 1342.6-M, reference (c), supporting installations are required to conduct an integrated safety, fire, and **bio-** environmental inspection of school facilities twice a year. School administrators should request the inspections be scheduled before the start of the school year and at midyear. The school principal or coordinating principal, as appropriate, should confirm arrangements with the supporting installation. The inspecting officials should include representatives from the safety, fire marshal, and bio-environmental offices. Physical security inspections are also required in accordance with **DoD** 1342.6-M, reference (c), and DS Regulation 4700.2, reference (**h**). One of these security inspections should be conducted in concert with safety, bio-environmental, and fire marshal officials for a coordinated and balanced appraisal of safety and security. The preferred time for this joint inspection is prior to the beginning of the new school year.

**E2.1.1.1** Safety, fire prevention, and bio-environmental inspectors evaluate deficiencies and assign a risk assessment code (RAC). Any deficiency identified as RAC 1 (Imminent Danger), or RAC 2 (Serious), is a reportable safety deficiency in DoDEA schools. Principals are to report RAC 1 or RAC 2 outstanding deficiencies (i.e., those that cannot be immediately corrected) to their District Superintendent's and Deputy Director's offices within 24 hours of written notification from the inspecting office.

**E2.1.1.2** Principals are to forward copies of each inspection report to their applicable District Safety and Security Office within 30 days of receipt along with information on corrective actions taken. If the supporting installation cannot conduct all or part of an integrated inspection, the requirement must be elevated to the District Office to obtain higher management and/or command support in accordance with negotiated Interservice Support Agreements.

**E2.1.1.3** District Safety and Security Officers shall provide all possible assistance to principals to correct unsafe **situations** or conditions.

**E2.1.2.** Installation safety training. Safety officers/school administrators should attend safety training classes and/or periodic safety training meetings if such activities are conducted by the host installation. If not, informal discussions shall be held regularly with the host installation

safety office. This may be accomplished in conjunction with scheduled safety inspections. The objective is to ensure school officials are familiar with local safety programs and any special safety hazards, and local officials are responsive to school safety needs.

**E2.1.3.** School safety issues. The principal shall hold safety discussions with all school employees. Discussions should deal with safety instructions, results of safety-inspections, changes, emergency action plans, and special projects or events to heighten safety awareness. Briefings by installation safety personnel can help meet this requirement. The principal should also review safety/accident records maintained by the school office and/or school nurse to identify safety hazards and to determine school-level training needs.

**E2.1.4.** Safety bulletin boards. Cognizant DoDEA offices, district offices, schools, dormitories, or other DoDEA activities shall display safety materials on bulletin boards to inform teachers and other staff of school safety programs. Commercial and/or student-prepared safety posters should be prominently displayed in student areas.

**E2.1.5.** Installation safety board and school safety committees. A school administrator should represent the school at installation/community level safety meetings and activities. Establishment of a school-level safety committee is encouraged whenever appropriate.

## **E2.2. FIRE PREVENTION**

**E2.2.1.** Each principal or his/her designee is responsible for daily inspection of building exits to ensure all stairways and exit pathways are clear and doors are not chained or blocked while the building is occupied.

**E2.2.2.** Principals shall conduct fire drills and coordinate with local fire officials to include proper evacuation procedures and simulation of actual conditions. In accordance with the Life Safety Code Handbook and the National Fire Protection Association, at least one fire drill shall be conducted every month the facility is in session. As an education system, DoDEA encourages repetitious fire drills conducted weekly for the first 4 weeks of the start of the new school year to instill familiarity and compliance with procedures as soon as possible. Where practical or deemed necessary, more frequent fire drills may be scheduled during the school year at elementary schools.

**E2.2.3.** Principals shall record and maintain a copy of the report of each fire drill at the school level for a minimum of one school year or in accordance with local host installation directives.

**E2.2.4.** Fire safety education programs should be conducted by elementary classroom teachers and all teachers in laboratories, industrial, and technical areas. This instruction may be conducted jointly with other safety and accident prevention programs.

E2.2.5. Principals shall ensure all materials such as draperies and carpets meet the criteria for public assembly areas outlined in the National Fire Protection Association codes.

### E2.3. BUS/PEDESTRIAN SAFETY

E2.3.1. Pupil Transportation managers and Principals should coordinate with local officials to develop programs to teach children school bus and pedestrian safety rules.

E2.3.2. Schools, in coordination with Student Transportation Officers, shall provide written bus and pedestrian rules to students and parents at the beginning of each school year.

E2.3.3. School bus and pedestrian safety awareness sessions are to be conducted at the beginning of each school year and periodically throughout the year.

E2.3.4. School administrators and designated staff shall supervise the loading and unloading of school buses.

E2.3.5. Privately owned vehicles shall not be allowed to operate within or through the designated bus loading and unloading zone at schools when buses are present for loading and/or unloading of passengers. Coordinated assistance from military or civilian police for traffic enforcement is encouraged.

E2.3.6. School Bus Office transportation personnel shall annually conduct and document safety assessments of school loading zones, bus routes and bus stops, or when a change occurs that could alter the safety environment of the zone, route, or stop.

E2.3.7. School Bus Office transportation personnel shall coordinate and assist school administrators in planning procedures to be followed when responding to a school bus transportation related event, for example, dispatch of personnel to an accident or incident site, actions to be taken at the site, information coordination/release, notifications procedures, etc.

E2.3.8. School Bus Office transportation personnel shall investigate accidents, incidents, and injuries associated with student transportation services and report this data in accordance with this Regulation and/or supplemental Deputy Director guidance.

E2.3.9. School Bus Office transportation personnel shall report all accidents resulting in student injuries to the school nurse, or other designated official, and assist in the completion of DoDEA Form 4801, "Accident/Injury Report," if applicable.

E2.3.10. The School Bus Office collecting reportable accident, incident, and injury data shall maintain a copy of that data on file for 5 school years.

## E2.4. EMERGENCY ACTION AND MEDICAL FIRST AID

E2.4.1. School personnel are responsible for emergency handling of accidents or sudden illness (but not for subsequent treatment). Adequate facilities and a person or persons trained to give first aid should be provided at each school site. First aid supplies approved and provided by the local supporting medical facility shall be readily available.

E2.4.2. Two important items that must be addressed in each school's emergency action planning are:

E2.4.2.1 The safe transfer of responsibility to parents or other accountable persons when emergencies occur, and

E2.4.2.2 The procurement of needed medical services for injured or ill children when a parent or other person designated by a parent cannot be reached.

## E2.5. REPORTING ACCIDENTS AND INJURIES

E2.5.1. An Accident/Injury Report, DoDEA Form 4801 (enclosure 3), shall be completed by the nurse or other designated person responsible (when a nurse is not assigned) for students or employees when a category 1, 2, or 3 accident or injury occurs:

E2.5.1.1 On school grounds,

E2.5.1.2 At off-school locations as a result of school sponsored activities,

E2.5.1.3 On a school bus or van, or

E2.5.1.4 When a student is traveling to or from school to the extent that such information is obtainable from students, parents, police, medical, or safety personnel.

NOTE: Although students may and often do receive school nurse medical care for injuries received during nonschool related activities, an accident/injury report is not normally required.

E2.5.2. A reportable category 1, 2, or 3 accident/injury is defined as:

E2.5.2.1. Category 1, Accidental Death: Self explanatory.

E2.5.2.2. Category 2, Permanent Disability: Such as suspected brain damage, loss of limb, sight, hearing, or other serious disability or life-threatening injury, etc.

E2.5.2.3. Category 3, Temporary Disability: Impairment of normal bodily movement, motion, or function (i.e., use of a splint, cast, restrictive bandage, or crutches); and/or referral for further medical treatment or diagnosis. NOTE: On questionable medical referrals, report only those injuries that are diagnosed as temporary disabilities.

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E2.5.3. Electronically forward category 1, 2, or 3 DoDEA Form 4801 to the District, Deputy Director, and DoDEA HQ Safety and Security Offices within the following suspense time **frames**:

E2.5.3.1. Category 1 or 2 injuries: Within 24 hours.

E2.5.3.2. Category 3 injuries: Within 5 working days.

E2.5.4. A copy of each category 1, 2, or 3 DoDEA Form 4801 shall be retained at school level. One copy shall be electronically forwarded to the cognizant District Safety and Security Officer, the Area Safety and Security Office, and to the DoDEA Safety and Security Office.

E2.5.5. The Area Safety and Security Office shall ensure that any follow-up information is sent to the DoDEA Safety and Security Office by the most expeditious means available, concerning:

E2.5.5.1 Any category 1 or 2 serious (i.e., requiring hospitalization) accident or injury involving DoDEA students and/or staff, including those involving DoDEA staff members in an off-duty status, and

E2.5.5.2 Bus-related accident/injuries involving hospitalization or diagnosis.

E2.5.6. DoDEA Form 4801 retention requirements are as follows:

E2.5.6.1 One copy shall be retained (primarily for medical or future legal reference) at the school level for 3 school years.

E2.5.6.2 One copy shall be retained by the District Safety and Security Officer (primarily for trend analysis) for 2 school years.

E2.5.6.3 One copy shall be retained at the Deputy Director' Safety and Security Office for 5 school years or pertinent information may be entered into an electronic database and held for a minimum 5 school years.

E2.5.6.4 One copy shall be retained at the DoDEA Safety & Security Office for 5 school years or pertinent information may be entered into an electronic database and held for a minimum 5 school years.

E2.5.7. In addition to the DoDEA Form 4801, applicable U.S. Department of Labor forms (CA-1, CA-2, CA-6) shall be filed through the Personnel Division when a DoDEA federal employee suffers an on-the-job injury or death.

**E3. ENCLOSURE 3**

**DoDEA FORM 4801**

Department of Defense Education Activity  
ACCIDENT/INJURY REPORT  
FOR STUDENTS AND ALL EMPLOYEES

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY  
**ACCIDENT/INJURY REPORT**  
**FOR STUDENTS AND ALL EMPLOYEES**  
 (Please complete all blanks and circle appropriate numbers)

Victim's Name: _____	Sex: _____	Age: _____	Grade: _____
School: _____	Date of Accident: _____	Time: _____	
Area/District: _____			

**LOCATION OF ACCIDENT**

Athletic Field..... 1 <input type="checkbox"/>	Dressing Room/Lockers.....11 <input type="checkbox"/>	Restrooms ..... .21 <input type="checkbox"/>
Auditorium ..... 2 <input type="checkbox"/>	Driveway ..... 12 <input type="checkbox"/>	Showers..... .22 <input type="checkbox"/>
Cafeteria ..... 3 <input type="checkbox"/>	Gymnasium..... .13 <input type="checkbox"/>	Sidewalks..... .23 <input type="checkbox"/>
Classroom, General .....4 <input type="checkbox"/>	Home, Indoor ..... .14 <input type="checkbox"/>	Stairs (Indoor)..... .24 <input type="checkbox"/>
Biology Class/Lab.....5 <input type="checkbox"/>	Industrial Education Shops......15 <input type="checkbox"/>	Stairs (Outdoors)..... .25 <input type="checkbox"/>
Chemistry Class/Lab..... <input type="checkbox"/>	Industrial Place/Premise......16 <input type="checkbox"/>	Streets/Highways ..... .26 <input type="checkbox"/>
General Science Class/Lab..... .7 <input type="checkbox"/>	Lake/River/Body of Water......17 <input type="checkbox"/>	Swimming Pool......27 <input type="checkbox"/>
Homemaking Class..... .8 <input type="checkbox"/>	Parking Area..... 18 <input type="checkbox"/>	Yard/Field..... 28 <input type="checkbox"/>
Driver Education Class......9 <input type="checkbox"/>	Playground..... 19 <input type="checkbox"/>	<b>Other</b> (Specify below)......29 <input type="checkbox"/>
Corridor......10 <input type="checkbox"/>	Public Buildings, All Other..... 20 <input type="checkbox"/>	

**DESCRIPTION OF ACCIDENT**

How did accident happen? What was student/employee doing? List specifically unsafe acts and unsafe conditions existing. Specify any tools, machines, and/or equipment involved.

MOTOR-VEHICLE ACCIDENT	TYPE OF ACCIDENT	FALL ON SCHOOL PLAYGROUND																														
Indicate the type of vehicle most closely involving the injured person and the status of the injured person.		Indicate the type of playground surface.																														
<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%; text-align: left;">Vehicle</th> <th style="width: 50%; text-align: left;">Injured Person</th> </tr> <tr> <td>Motor Vehicle.1 <input type="checkbox"/></td> <td>Driver.....1 <input type="checkbox"/></td> </tr> <tr> <td>School Bus.....2 <input type="checkbox"/></td> <td>Passenger.....2 <input type="checkbox"/></td> </tr> <tr> <td>Motorcycle .....3 <input type="checkbox"/></td> <td>Pedestrian.....3 <input type="checkbox"/></td> </tr> <tr> <td>Public Carder ..4 <input type="checkbox"/></td> <td>Bicyclist.....4 <input type="checkbox"/></td> </tr> <tr> <td>Other (Specify)5 <input type="checkbox"/></td> <td>Other (Specify).5 <input type="checkbox"/></td> </tr> </table>	Vehicle	Injured Person	Motor Vehicle.1 <input type="checkbox"/>	Driver.....1 <input type="checkbox"/>	School Bus.....2 <input type="checkbox"/>	Passenger.....2 <input type="checkbox"/>	Motorcycle .....3 <input type="checkbox"/>	Pedestrian.....3 <input type="checkbox"/>	Public Carder ..4 <input type="checkbox"/>	Bicyclist.....4 <input type="checkbox"/>	Other (Specify)5 <input type="checkbox"/>	Other (Specify).5 <input type="checkbox"/>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td>Normal Classroom..... 01 <input type="checkbox"/></td> <td>Physical Education..... 02 <input type="checkbox"/></td> </tr> <tr> <td>Lab or Shop Work......03 <input type="checkbox"/></td> <td>Changing Classes..... 04 <input type="checkbox"/></td> </tr> <tr> <td>Going to or from School......05 <input type="checkbox"/></td> <td>Supervised Sports......06 <input type="checkbox"/></td> </tr> <tr> <td>Unsupervised Sports..... 07 <input type="checkbox"/></td> <td>Recess......08 <input type="checkbox"/></td> </tr> <tr> <td>Other (Specify) 09 <input type="checkbox"/></td> <td>Non-Performing Activity..... .10 <input type="checkbox"/></td> </tr> <tr> <td>Unknown......11 <input type="checkbox"/></td> <td></td> </tr> </table>	Normal Classroom..... 01 <input type="checkbox"/>	Physical Education..... 02 <input type="checkbox"/>	Lab or Shop Work......03 <input type="checkbox"/>	Changing Classes..... 04 <input type="checkbox"/>	Going to or from School......05 <input type="checkbox"/>	Supervised Sports......06 <input type="checkbox"/>	Unsupervised Sports..... 07 <input type="checkbox"/>	Recess......08 <input type="checkbox"/>	Other (Specify) 09 <input type="checkbox"/>	Non-Performing Activity..... .10 <input type="checkbox"/>	Unknown......11 <input type="checkbox"/>		<table style="width: 100%; border-collapse: collapse;"> <tr> <td>Asphalt..... .1 <input type="checkbox"/></td> <td>Gravel..... .2 <input type="checkbox"/></td> </tr> <tr> <td>Grass/Dirt..... 3 <input type="checkbox"/></td> <td>Concrete..... .4 <input type="checkbox"/></td> </tr> <tr> <td>Other (Specify)</td> <td></td> </tr> </table>	Asphalt..... .1 <input type="checkbox"/>	Gravel..... .2 <input type="checkbox"/>	Grass/Dirt..... 3 <input type="checkbox"/>	Concrete..... .4 <input type="checkbox"/>	Other (Specify)	
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Other (Specify)																																

**DEGREE OF INJURY:** Click down-arrow Death - 1 Permanent Disability - 2 Temporary Disability - 3 See Definitions Below.

NATURE OF INJURY (Select most serious one)	PART OF BODY INJURED (Select most serious one)																																												
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Name of Person Completing Form \_\_\_\_\_ Date \_\_\_\_\_ Name of Principal/Supervisor Reviewing form \_\_\_\_\_ Date \_\_\_\_\_

Local Repro Authorized \_\_\_\_\_ (Attach electronic format to e-mail for distribution) DoDEA Form 4801 March 2001

<b>DISTRIBUTION:</b> Original: School File Copy 1: District S&S Office Copy 2: Deputy Director S&S Office Copy 3: DoDEA HQ S&S Office	<b>SUSPENSE:</b> To District, DEPDIR, & DoDEA HQ S&S Offices: Cat. 1 & 2 injuries - 24 hours Cat. 3 injuries - 5 working days
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(1) Recommendation for preventing future accident/injury or damage to property of this type:

(2) Would additional training or funds be required? Explain (append additional sheets if needed):

(3) Requested Safety Inspection:

**Immediate Action Taken**

First aid treatment	By (Name)	_____
School nurse treatment	By (Name)	_____
Sent home	By (Name)	_____
Sent to physician/hospital	By (Name)	_____
Name of hospital		_____

Was a parent or other individual notified? Click down-arrow

If so, how long after injury?

By what means?

Name of individual notified:

By whom notified (Name):

**Witnesses to Accident**

Name:	Address:
Name:	Address:

**Definitions of Degree of Injury Categories**

Category 1, Death: Self Explanatory

Category 2, Permanent Disability: Such as suspected brain damage, loss of limb, sight, or hearing; etc.

Category 3, Temporary Disability: Impairment of normal bodily movement, motion, or function (i.e. use of a splint, cast, restrictive bandage, or crutches); and/or referral for further medical evaluation(s). NOTE: On questionable medical referrals, report only those referral injuries that are diagnosed as temporary disabilities.