



Santa Ana Unified School District
CTE Partnership Central Orange County Regional Occupational Program

Incident & Unusual Occurrence Report
Extended Learning Adult and High School Students

1. Evaluate the accident:

Call 911 – Major Accident/Emergency/Injury or

Company Nurse at 1-877-854-6877 – Medical Treatment

- **Adult students are responsible for all costs requiring medical attention while in the classroom. (All CTE/ROP student interns are covered for accidents that happen while at the Community Classroom Internship site following SAUSD Risk Management guidelines.)**

To report an incident and receive authorization for medical care, you must first contact the SAUSD Company Nurse at 1-877-854-6877. The SAUSD Company Nurse will take information and make referrals for treatment.

2. Immediately report ALL accidents/unusual incident to:

Don Isbell (714) 856-5264 (cell)
(714) 241-6598 (VHS)

Donald.Isbell@saUSD.us

June Magarro (714) 285-4654 (SAHS)

June.Magarro@saUSD.us

Ha Nguyen (714) 241-6598 (VHS)

Ha.Nguyen@saUSD.us

3. Teacher needs to fill out an Incident & Unusual Occurrence report. The form is available on the CTE/ROP webpage, under Resources, Teachers, Forms. Once the form is completed, e-mail or deliver the form to Ha Nguyen or Don Isbell.

If the student does not report the incident to the teacher and chooses to go to a private doctor, the student is responsible for all charges for medical treatment.