

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM
10910 Clarksville Pike
Ellicott City, MD 21042

Circular No. 10
Series 2017-2018

August 2, 2017

Chief Operating Officer

Guidelines for Electronic Student Injury Reporting in Synergy

To: All School Staff

From: The Office of Health Services

HCPSS Safety and Risk Management plays an integral role in safeguarding the safety and wellness of all HCPSS members and facilities. As part of its duty to manage risk at a system level, the office tracks and handles student injury reporting. HCPSS is revising our paper-based reporting process to become an electronic process within the Synergy student information system, to replace Student Accident Report paper forms for improved accuracy and increased ease in reporting. This will enhance the quality and timeliness of reporting, as well as improve accountability to ensure student injuries are more efficiently tracked throughout our school system.

Beginning August 9th, 2017, all student accident injury reporting must be submitted through Synergy. The custom page can be found in Synergy in the "Howard County Public Schools" section in the folder called "Injury". Paper forms will no longer be used. Student Injury Reports will be electronically routed through individual school administration and the Office of Safety and Risk Management.

Training materials for completing Student Injury Reports in Synergy are available in the attachment provided and also posted in Synergy Help. AAMs, nursing staff, and school administrators will receive training on this new process in August.

Questions may be directed to Kerrie Wagaman, Office of Health Services, 410.313.6637.

Attachment

ABD/KW/ew