



ACCIDENT REPORTS

Accurate and prompt accident reporting is essential if similar accidents are to be prevented from happening again. If there are injuries or damage, prompt reports also are vital in assuring the district, staff, students, and other of proper insurance coverage.

Therefore, the Board requires that an accident report be filed for every accident that takes place on school property, or that involves a school vehicle, students or staff on school-sponsored trips, or staff members on authorized school business trips. Such accident reports are required whether or not there is an injury or damage immediately evident. Accident/injury reports are located in the school nurse's office.

For accidents involving students, the teacher (including coach or advisor) responsible for the child when the accident occurred will file an accident report with the school nurse within twenty-four (24) hours of the accident. Teachers also will report promptly to the principal any accidents occurring off school grounds or involving school transportation vehicles. All accident reports will be filed with the school nurse and copies made for the building principal, under the guidance of the District insurance carrier, with concurrence of the school superintendent.

Accident report forms will be designed and made available for each attendance center. They will give information that:

- (1) is helpful in preventing similar accidents in the future;
- (2) is needed for filing insurance claims;
- (3) would likely be important in case of litigation.

For accidents involving employees, any injury on the job must have an accident report filled out and on file with the school nurse with copies given to the building principal and business manager within three (3) business days after it occurred. If not reported within three (3) days, Worker's Compensation Benefits can be denied.

[Amended: 12/12/11]