

ACCIDENT REPORTS

- I. The Board of Education expects that all accidents to persons on or about school premises, to students while in school and going to or from school or participating in a school-sponsored activity, or to employees while on duty will be promptly and accurately reported to the school principal or person in charge.
- II. A report of every employee job-related and student injury will be made to the Director of Finance.
- III. Written reports will be submitted on all accidents occurring on school premises or at a school sponsored activity, and any involving staff members who may be elsewhere on school business. Reports will cover property damage as well as personal injury.
- IV. A report of all serious accidents will be telephoned as soon as possible by the Principal to the Superintendent. In the event the Superintendent is not available the report may be made to the Assistant Superintendent or his/her designee. The information to be transmitted will include:
 - A. Date, time, and place of the accident
 - B. Name and address of injured person
 - C. School official in charge
 - D. Witnesses
 - E. Type of accident
 - F. Treatment given
 - F. Description of the accident.

The telephone report should be followed by a complete, written accident report.

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