

## ACCIDENT REPORTING

Whenever an accident occurs in a school, on a school playground or at any school-sponsored activity that requires a student or employee to be out of class or absent from school, necessitates the services of a doctor, requires first aid or might be cause for liability at a later date, an accident report must be completed.

Student/employee accidents shall be reported on forms provided by each school office. Whenever possible, the observer of an accident, or if none, the person in charge of the student, shall complete the accident report form as soon as possible following the accident. The form shall be submitted to the building principal and forwarded to the central office.

Within 30 days after its occurrence, every accident involving a student or employee which results in the student's or employee's absence from school for three or more consecutive days shall be reported to the Board.

The district shall maintain in the central office records of student and employee injuries. These records are essential for insurance reporting and for use in determining hazardous areas within the district.

ADOPTED: February 25, 1980 (Under policy reference code JHC)  
September 25, 2000 (Under policy reference code EBBB)

REVISED: July 23, 1984 (Under policy reference code JHC)  
May 27, 1986 (Under policy reference code JHC)  
April 30, 1990 (Under policy reference code JHC)  
July 29, 1991 (Under policy reference code JHC)  
December 19, 1994 (Under policy reference code JHC)  
May 21, 2012

REVIEW DATE: April 23, 2012