

## **ACCIDENT REPORTS**

### Accident Procedure During the School Day

When a student is injured on school property, he/she must report or be taken to the school health room or clinic immediately. If it is impossible to move the student, the clinic should be informed immediately of the nature and seriousness of the injury, and location of the student.

The health staff will be responsible for completing accident reports, which are to be sent to the Principal's office for the Principal's signature. A copy is to be sent to the Superintendent's office.

If an injured student has accident insurance, he/she must report to the Principal to have an insurance form completed. It is the student's or parent's responsibility to have the form completed and mailed to the insurance company.

### Accident Procedure for Staff

All accidents or injuries, which occur in a school building or on the grounds, must be reported to a clinic or nurse and the school office immediately. An accident report must be completed by the employee and sent to the Superintendent's office within 24 hours of the injury. Teachers with school accident insurance may obtain a form from the Principal's office.

### Accident Procedure For After-School Hours

A nurse will be "on call." A list showing the health staff member to call in an accident situation will be posted in the health room.