

Accidents and Accident Reports

Section 1. General. School personnel have responsibilities in connection with accidents occurring in school, on school property, or at school related activities, which may be classified as follows:

1. Administering first aid
2. Summoning assistance (school nurse, principal, family doctor)

School personnel must use reasonable judgment in handling accident cases. Extreme caution should be exercised not to minimize any accident.

All school personnel are to make a concerted effort to increase their understanding of proper steps to be taken in the event of an accident. Personnel should have knowledge of the physical condition of students so that they may be prepared to meet any emergency which may arise.

The school nurse, building principal, and specially trained staff members shall stand ready to assist in the treatment of accident victims.

Regardless of the seriousness of the accident, the school personnel in charge are responsible for sending the student to the nurse or other designated person. In addition, the personnel in charge should complete a student accident report for those accidents which may result in permanent injury or disfigurement.

Section 2. Filing of Accident Reports. In some cases, an accident report may not have been initially completed. However, it is later reported to school personnel that a student received medical treatment for an injury allegedly occurring at school or a school activity. In these situations, a report should be completed by the school nurse or other designated person.

All reports should be signed by the principal or his designee.

A copy of certain accident reports need to be forwarded to the Chief Financial Officer. Accidents that involve head injuries, broken bones, or accidents that in the principal's judgment involve the possibility of litigation are accidents that need to have a copy of the accident report forwarded.