

ACCIDENT REPORTS

All accidents will be reported.

A report of all serious accidents will be prepared and submitted to the principal. The reports will cover all accidents occurring on school premises or at a school sponsored activity, and any involving staff or students who may be elsewhere on school business. Reports will cover property damage as well as personal injury.

Information to be included in the report will include:

1. Date, time, and place of the accident
2. Name of the injured person
3. Name of the teacher in attendance
4. Type of accident
5. Treatment given and disposition
6. Narrative description of the accident, including witnesses and/or other participants.

Adopted: 03/10/86

Revised: 04/11/94

Revised: 01/12/98

Revised: 04/12/12