

ACCIDENT REPORTS

P8122

Proper safety management requires that all accidents or injuries occurring on school property, or those resulting from a school-related activity but not on school property, be reported on forms available in the school nurse's office as soon as possible after they occur. The Accident Report Form should be completed by the person in charge at the time of the accident and forwarded to the Building Principal who will examine the report and forward it to the Human Resource Office. Copies of student accident reports are then forwarded to the District's insurance agent. Employee accident reports must be sent to the Worker's Compensation Insurance board within ten (10) days of the accident.

Revised January 2008

Renumbered from P7150 – September 2015