

Student Accidents

1. Accidents are to be reported to the health room and the Principal if they occur on school property or at a school-sponsored activity. They should be reported if the accident results in: a student missing class, being absent from school, requiring the services of a doctor and/or requiring first aid that might be cause for liability at a later date.
2. Each teacher, coach, or person on duty who is supervising the student is responsible for filling out the "Accident Report Form." This report should be carefully completed and submitted to the Principal and health room within one workday of the accident.
3. The Principal must sign all student accident reports.
4. If there is a possibility of a liability claim being filed, the insurance carrier will be notified.
5. In all cases of serious injury, where professional medical treatment is required, the District Administrator will be notified.
6. The District Administrator/Designee will conduct an analysis of all accident reports, annually.

Student accident report forms may be found on the District Website under For Parents/Forms/Health Room Forms tab.

Employee Accidents

1. All accidents involving employees must be reported within 24 hours to the District Administrator/Designee and the employee(s) involved will complete an employee accident report.
2. In the event that an employee is injured in the course of employment, the District shall follow the worker's compensation law regarding compensation.
3. The District Administrator/Designee must sign all employee accident reports.
4. The District Administrator/Designee will conduct an analysis of all accident reports, annually.

Employee accident report forms may be accessed at the school office.