

POLICY - EBBB - Accident Reports

Accurate and prompt accident reporting is essential to efforts to promote the safety of the WBSAU's students, employees, and others present on school property (or school-sponsored events) and for the filing of insurance claims.

The Board requires that reports be filed for all accidents involving personal injury or property damage that occur on school property (including school buses), at school-sponsored activities or on school-sponsored trips, or when a staff member is using his/her private vehicle for authorized school business.

All personal injury or property damage accidents must be reported immediately to the building principal (or designee). All accidents involving injury to students must be reported first to the building principal (or designee) and then to parents by telephone as soon as possible.

Whenever an injury occurs in school, on school grounds, or during any school sponsored activity, the School Accident Report form shall be completed by the staff member that witnessed the incident. The form is signed by the building administrator and filed with the Superintendent's Office. A second copy is filed in the student's file in the school office; and a third copy is given to the school nurse.

When the accident involves a WBSAU employee, the employee must file an accident report (a first report of injury) with the principal or department supervisor the same day. Persons other than students and district employees should file an accident report with the building principal the day of the incident.

When the incident involves serious personal injury to a student or employee, the principal or supervisor must notify Central Office staff immediately and follow with a written report. The Superintendent/designee will be responsible for making accident report forms available in each school and in the central office.

Cross Reference:

EBBB-E (1) School Accident Report Policy

EBBB-E (2) Employee Accident Report

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