

## **ACCIDENT REPORTS**

Student accident reports must be submitted promptly. One copy of the report shall be sent to the district insurance department and one copy to the school nurse or nurse's aide. Follow-up care should be reported to the nurse or nurse's aide, who will pass this information on to the insurance department.

### **Student Accidents That Should Be Reported**

1. Accident or injury that requires a student to leave school or a school activity for medical treatment (physician or hospital)
2. Accident or injury for which an ambulance is called
3. Accident or injury that may have been caused or contributed to by the condition of a school facility or the equipment therein
  - a. Include a description of the conditions or equipment that may have contributed to the accident.
  - b. Inform the school custodian that a particular condition or a specific piece of equipment is in need of immediate attention.
4. Accident or injury occurring on the bus en route to or from school; or any accident or injury that happened on the way to school that has been brought to the attention of staff
6. Head or spinal injury
7. Exposures (to body fluids, substances, chemicals, fumes, etc.)
8. Accident in which the parent/guardian expresses concern over the way in which the student was handled. Include a brief statement of the parent's concern

### **Student Accidents That Do Not Need To Be Reported**

1. Minor scrapes, bumps or bruises that are handled directly at the school.

Adopted January 4, 1989  
Revised June 2, 1993  
Revised October 16, 2002