

Accident Reports

Adequate and prompt accident reporting is essential if similar accidents are to be prevented from occurring again. If there are injuries or property damage, prompt reports are also vital in assuring the District, staff, students, and others of insurance coverage.

Therefore, the Board of Education requires that an accident report be filed on every accident that takes place on school property, or that involves a school vehicle, student, or staff member on school-sponsored trips, including staff members on authorized school business trips. Such reports are required whether or not there are any immediately evident injuries or damage to property.

For accidents involving students, the teacher responsible for the student when the accident occurred will file an accident report with the principal on the same day. Teachers will also report promptly to the principal any illness affecting a child in their charge. Reports on accidents to staff members, or accidents occurring off school grounds or involving school transportation vehicles, shall be filed in accordance with procedures developed by the Superintendent (*or his/her designee*).

The Superintendent (*or his/her designee*) shall establish procedures for filing accident reports, and shall make sure that reports include details that (1) might be helpful in preventing similar accidents in the future, (2) are needed for filing insurance claims, and/or (3) might be important in case of litigation.