

ACCIDENT REPORTS

All accidents occurring in a classroom, on school property, or on a bus, regardless of severity, must be reported by the staff member directly supervising the child to the school nurse-teacher, the Building Principal, or designated alternate. The school nurse shall be responsible for having the child taken home and/or to a doctor or hospital if necessary and for notifying the parents or guardian.

Accident report forms should be filled out by a representative of the school, by the person in charge of the student when the accident occurred, and by the person giving first aid to accident cases. An accident report form is required for every accident occurring on school premises or away from school premises while participating in school activities, with details as to site, date, witnesses, apparent extent of injury, first aid applied, instruction given and type of transportation given to the child to his/her home or elsewhere. All reports are to be filed in the Health Office for reference before leaving school that day or within 24 hours for school personnel.

Cross-ref: 5420-R, Student Health Services Regulation

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