

## Accident Reports

Adequate and prompt accident reporting is essential. If injuries or property damage occur, prompt reports are vital in assuring district staff, students and others of insurance coverage. Such reports may be important in the event of litigation.

The Board requires that an accident report be filed on every accident that takes place on school property or that involves a school vehicle, students or staff on school-sponsored trips or activities, 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.

The superintendent authorizes the School Nurse to keep a log of all accidents, which includes: the date, the student's name, where the accident took place, the extent of the injuries. If the accident requires a student to seek medical attention, the School Nurse is required to fill out an accident report. (EBBB-E)

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