

722.1 ACCIDENT REPORTS

Accident reports support the safe and efficient operation of the school system as well as the protection and education of the staff and students.

To expedite prompt and appropriate medical attention and to facilitate processing of insurance claims, all accidents and injuries occurring on school grounds or while under school supervision shall be reported immediately to the building principal and business office. A written accident report must be filed by the injured employee or staff member supervising the injured student.

STUDENT ACCIDENTS

1. Accidents are to be reported to the school office if they occur in a school, on a school playground, or at any school-sponsored activity. They should be reported if the accident results in: the student missing class, being absent from school, and require the services of a doctor and/or require first aid that might be cause for liability later.
2. Each teacher, coach, or person on duty who is supervising the student is responsible for filling out the "Accident Report Form." This report should be carefully completed and submitted to the building principal within one day of the accident.
 - a. The "Accident Report Form" shall be filled out and signed. Whenever possible, the person filling out the report will secure statements from one or more individuals who witnessed the accident. These statements should be attached to the report.
 - b. If the accident is not witnessed by any member of the schools' staff, the report will be filled out and signed by the first faculty member notified of the accident or by the person to whom the injured student is brought.
3. If, in the building principal's determination, there is any possibility of a liability claim being filed, the building principal shall fill out the form provided by the district's insurance carrier. A copy of this form shall be filed with the Business Manager and one copy kept in the school office.
4. In all cases of a serious accident, where professional medical treatment is required, the Business Manager shall be notified.
5. Copies of all accident reports should be maintained in the following places:
School Building Office and Business Manager's Office.

6. An analysis of all accident reports should be done semi-annually by the Business Manager.

EMPLOYEE ACCIDENTS

1. All accidents by employees must be reported immediately to the principal and/or administrative supervisor and an accident report form should be completed by the administrator receiving the report and by the employee involved. (Forms are available in each building or the Business Office).
2. No sick leave is to be charged against the employee's sick leave record provided the injured person is eligible under the Worker's Compensation law and an accident report has been filed with the Business Manager.
3. If an employee is injured in the course of employment, the Board shall make up the difference between regular pay and the amount paid by Worker's Compensation as indemnity for the remainder of the current contract year/school year, or during the time Worker's Compensation is paid, whichever terminates first.
4. All accident reports must be completed in original and three copies. Copies should be distributed as follows:
 - a. One copy to the insurance company
 - b. One copy to the Business Manager
 - c. One copy to the District Administrator
 - d. One copy to the Department of Industry, Labor, and Human Resources – Worker's Compensation Division.
5. A semi-annual analysis of all accidents (student and employee) shall be made by the District Business Manager.

APPROVED: May 12, 2003

REVIEWED: December 11, 2017

APPROVED: January 8, 2018, December 20, 2021