

ACCIDENT REPORTS

FILE: EBBB

Purpose

To specify how accidents involving students, staff, or visitors are reported

Definitions

N/A

Policy Statement

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

The Board requires therefore 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, 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 administration shall establish procedures for filing accident reports and shall make sure reports include details that:

- a. Will prevent similar accidents in the future
- b. Are needed for filing insurance claims
- c. May be important in case of litigation

A copy of all accident reports shall be filed with the Finance Office, the Insurance Office, and the Facilities Department

Legal Reference			
Policy History	Adopted	Reviewed – Policy Committee on May 2, 2022	Revised Jan. 10, 2006, 1 st Reading Feb. 14, 2006, 2 nd Reading