

## **SUPPORT SERVICES**

**CODE: EBBB**  
**POLICY**

### **ACCIDENT REPORTS**

All accidents will be reported.

A report of all serious accidents will be prepared and submitted to the principal. The reports will cover all accidents occurring on school premises or at a school sponsored activity and any involving staff or students who may be elsewhere on school business. Reports will cover property damage as well as personal injury.

Information to be included in the report will include:

1. Date, time and place of the accident.
2. Name and address of the injured person.
3. Name of the teacher in attendance.
4. Type of accident.
5. Treatment given.
6. Narrative description of the accident, including witnesses and/or other participants.

### **NEW POLICY**

**ADOPTION DATE: FEBRUARY 14, 1996**

**REVIEW DATE: OCTOBER 10, 2012**