

MESSALONSKEE SCHOOL DISTRICT (MSAD 47)

File: EBBD-R

ACCIDENT REPORTS

All accidents occurring on school property will be reported as soon as possible. This applies to accidents suffered by students, employees, and school visitors. (The term "visitors" covers all persons who are on school property, whether or not for a proper reason.)

Serious accidents will be reported by telephone. An accident is serious enough to report by telephone if the parents of a student must be notified and/or medical attention is required.

Reports shall include as much of the following as possible:

Date, Time, and Place

Injured Person(s): Name, address, telephone number, age, occupation, name of employer, what injured person was doing when accident occurred.

Injury: Nature and extent, as known.

Help Provided: First aid administered and by whom; medical attention summoned; where injured was taken after accident occurred.

Related Property Damage: Owner of property, address, telephone number, extent of damage.

Witness(es): Name, address, telephone number.

Description of Accident: Description should be brief and based on best information available at the time.

If the initial report was made by telephone, the above information shall be submitted to the business office in written form, as soon as possible, along with other accident reports required. The latter may include one or more of the following: Accident Report Form; Employer's First Report of Injury (for employee accidents); Vehicle Accident Report Form.

Accidents involving property damage only shall also be reported by telephone if such damage appears likely to involve the placement of a claim by or against the district.

Each principal/designee shall also maintain a log of reported accidents occurring on school property and/or to students and employees while under school jurisdiction. Logs for each school shall be submitted upon request.

Current practice codified: 1976

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