

**ACCIDENT REPORTS**

In case of an accident involving a student during the school day, a school nurse on duty must fill out an Accident Report form before the end of the school day.

In the case of an accident involving a student when a school nurse is not on duty, the School District employee who witnessed or first responded to the accident must fill out an Accident Report.

The Accident Report must be given to the Principal in writing within 24 hours after the accident. The Principal will notify the Superintendent's office if necessary.

Law Reference:

Appendix Reference:

Date Adopted: March 5, 1986

Last Review/Revision Date: September 8, 2014