

**ACCIDENT REPORTS**

In case of an accident involving a student, the teacher to whom the student is assigned must fill out an Accident Report form before the end of the day.

The Accident Report must be given to the Principal in writing within 24 hours after the accident. Any accident requiring the attention of a physician must be reported to the Superintendent within 24 hours after the accident for notification to the insurance carrier and analysis for loss control.

Law Reference:

Appendix Reference:

Date Adopted: September 7, 2004

Revision Dates:

Last Review Date: September 7, 2004