

**SERIES 700
SUPPORT SERVICES**

722.1

INJURY/ACCIDENT REPORTING

The Marshall Board of Education recognizes the importance of providing for the safety and well-being of students and employees while they are at school or are participating in school activities.

All student and staff injuries occurring in school, on school premises or at a school-sponsored activity shall be reported to the building principal or his/her designee. The Superintendent shall be notified immediately in the case of an injury that requires major first aid treatment. Student injuries that are of a serious nature shall be reported to the student's parent(s)/guardian(s). Injuries of which parent(s)/guardian(s) are notified shall be noted on the emergency services log by the caregiver.

An accident report shall be completed following a student or staff accident occurring in school, on school premises or at a school-sponsored activity that results in the student or staff member missing class or work time, being absent from school or work, requiring the services of a physician or requiring first aid, or, if the accident may be cause of liability at a later date.

Costs resulting from accidental injuries which are not covered by individual or family insurance policies shall not be the responsibility of the district.

Cross Reference: Administrative Rule 722.1, Accident Reporting Procedures and Guidelines

Date of Adoption: May 24, 1995

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