

**SERIES 700
SUPPORT SERVICES**

Administrative Rule 722.1

ACCIDENT REPORTING PROCEDURES AND GUIDELINES

1. Student Accidents - If an accident report must be completed, the teacher, coach or other person on duty who was supervising the student at the time of the accident shall be responsible for filling out an accident report form. This report should be carefully completed and must be submitted to the building principal by the end of the next school day following the accident.

Staff Accidents - If an accident report must be completed, the report shall be completed by the building principal and by the employee and sent to the district office no later than the end of the next school day following the accident. All completed accident reports shall be distributed as follows:

- a. One copy to the district's insurance company
- b. One copy to the Business Manager
- c. One copy to the Superintendent
- d. One copy to the Department of Workforce Development, worker's compensation division

No sick leave shall be charged against the employee's sick leave record if the injured person is eligible under the worker's compensation law and an accident report has been filed with the Business Manager.

2. If, in the building principal's determination, there is any possibility of a liability claim being filed, the building principal shall fill out the form provided by the district's insurance carrier. Copies shall be sent to and maintained by the Superintendent and Business Manager.
3. An analysis of an accident report shall be done by the Manager of Buildings and Grounds if the accident relates to the conditions of the premises.

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