

ACCIDENT REPORT ADMINISTRATIVE PROCEDURE

- A. All personal injury or property damage accidents must be reported immediately to the principal/supervisor and all accident report forms filled in completely.
- B. In any case involving serious personal injury, the Central Office must be notified immediately by telephone, followed by a written report.
- C. All accidents involving students must be reported to parents by telephone as soon as possible.
- D. All accidents involving employees must be reported immediately to the principal/supervisor.
- E. All accidents involving property damage or vehicles must be reported immediately by the principal/supervisor to the Central Office.

Adopted: June 6, 1961

Revised: 10/8/86; 10/25/95; 7/21/99

Reviewed by the Policy Committee: January 5, 2006