

## ACCIDENT REPORTS

Accurate and prompt accident reporting is essential if similar accidents are to be prevented from happening again. When there are personal injuries and/or property damage, prompt reports are also vital in assuring the system, staff, students and others of proper insurance coverage.

The School Committee requires that an accident report be filed for every accident that takes place on school property, involves a school vehicle, students or staff on school-sponsored trips, or staff members on authorized school business trips. Accident reports are required whether or not there is an injury or damage immediately evident. When an accident involves students, the teacher or staff member responsible for the student when the accident occurred must file an accident report with the principal the same day.

Cross Reference: EBBB-R - Accident Report Administrative Procedure

Adopted: November 8, 1995

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