

SCHOOL DISTRICT OF IOLA-SCANDINAVIA

722.1

ACCIDENT REPORTING

An accident report form shall be completed for an accident occurring on school grounds or during a school-sponsored activity if the accident results in a head injury, an injury that requires medical attention or the accident appears to be significant.

Accident reports shall be completed within 24 hours of the accident. If an accident involves a student, the report shall be completed by the supervisor witnessing the accident. If an accident involves a staff member, the report shall be completed by the staff member. Completed accident reports shall be submitted to the principal's office as soon as possible.

APPROVED IN PART: May 14, 2001

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REVIEWED: February 11, 2008