

ACCIDENT REPORTS

At the start of each school year, the procedures for accident and accident reporting are to be reviewed by the Principal, with the staff of each school.

All accidents require an accident report to be filled out by a supervisor of the activity at the time of the incident. The report must be filed with the Nurse within 24 hours of the incident or the next school day. All accident reports will be filled out on the forms provided by the District and the School Nurse will be responsible for the completed form. The School Nurse will assist the individual in filling out the accident report if necessary, and submit to building Principal or designee and forward to the Superintendent.

Insurance Notification: For accidents which might lead to an insurance or liability claim, the Superintendent shall notify the District's liability carrier promptly.

Additional Reporting Required for Accidents Involving Death or Serious Injuries.

- a) Within eight (8) hours of any accident involving a death which occurs during the school day, or on school property, the building principal or other supervisor on duty at the time, shall report the death to the Commissioner of the New Hampshire Department of Labor via telephone or email. This initial report shall state as fully as possible the cause of the death and the place where the body of the deceased person was sent.
- b) Within twenty-four (24) hours of any accident involving a serious injury which occurs during the school day, or on school property, the building principal or other supervisor on duty at the time, shall report the serious injury to the Commissioner of the New Hampshire Department of Labor via telephone or email. This initial report shall state as fully as possible the cause of the death and the place where the injured person was sent for medical evaluation or treatment. For the purposes of this provision, "serious injury" means an incident that results in amputation, lost or fracture of any body part, head injury or internal injury that necessitates hospitalization.

Adopted: January 15, 2008
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