

<b>Harrisburg School District</b>	<b>NEPN Code: EBBB</b>
<b>Policy Manual</b>	

## **ACCIDENT REPORTS**

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

Therefore, the Board requires that an accident report be filed for every accident that takes place on school property, or that involves a school vehicle, students or staff on school-sponsored trips, or staff members on authorized school business trips. Such accident reports are required whether or not there is an injury or damage immediately evident.

For accidents involving students, the teacher responsible for the child when the accident occurred will file an accident report with the principal on the same day. Teachers also will report promptly to the principal any members, or accidents occurring off school grounds or involving school transportation vehicles, will be filed in accordance with procedures developed by the superintendent.

For accidents involving staff, the principal or supervisor will provide the proper documentation for the staff member to complete. Depending on the severity, a First Report of Injury may be submitted to Human Resources for Worker's Comp purposes.

Accident report forms will be designed and made available for each school; they will give information that:

1. Might be helpful in preventing similar accidents in the future;
2. Is needed for filing insurance claims;
3. Might be important in case of litigation.

Adopted:

Revised: