

**ACCIDENT REPORTS**

In case of an accident, the nurse or the teacher supervising the student must fill out an accident form the day of any accident involving the student.

The report must be given to the Principal or designee, in writing, within 24 hours after the accident. Any accident requiring the attention of a physician must be reported to the Superintendent within 24 hours after the accident, for notification to the insurance carrier, and analysis for loss control.

The procedures for accidents and accident reporting are to be reviewed in September by the Principal in association with school district staff of each school.

Reference: Policy EBBC-EBBC-R/JLCE-JLCE-R – First Aid and Emergency Medical Care

**Legal Reference:**

*NH Code of Administrative Rules – Section Ed. 306.12(b)(1), School Health Services*

Proposed: 08/07/02

Adopted: 09/12/02

Proposed: 06/05/19

Adopted: 06/19/19

NHSBA Review: 01/23/14