

STUDENTS 5141.1

All student accidents which require medical attention or are questionable shall be reported to the Business Manager in the Central Office on the prescribed forms, giving details of the accident.

Adopted: March 25, 1974

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Student Accidents

Administrative Guidelines

The Board of Education requires an accident report to be filed with the Central Office Business Manager on all student accidents occurring in school, on school grounds, when students are going to and from school and/or off school grounds when participating in an authorized school activity, which requires medical attention. The same procedure should be followed on all questionable injuries. This report is to be completed in triplicate with two copies being sent to the Business Manager and the other copy filed in the school office. This report must be filed within twenty-four hours of the accident. A notification of the accident is to be made on the student's health record.