

## ACCIDENT REPORTING

Accident record keeping's basic purpose is to provide information for the support to a comprehensive safety education program for all students and school employees.

Accident reports support the safe and efficient operation of the school system as well as the protection and education of the students. In addition, careful analysis and study of the reports have far-reaching implications for buildings, equipment, curriculum practices, and administration.

Accidents to students, no matter how slight, must be reported to the principal immediately and they will then complete an accident report based on the injured student's and witnessing staff's reports.

Accidents to employees, no matter how slight, must be reported to the employee's supervisor within 24 hours. The employee will complete an accident report the same day the accident or injury occurred, except under extenuating circumstances.

Accident reports shall be forwarded to the Business Office for further accident investigation and, if necessary, submission to the District's liability insurance carrier.

Legal Ref: 121.02(1)(g)(i) WSS; PI 8.01(2)(g)(i) WAC  
Cross Ref: 720 Safety Program  
Adopted: 12/18/78  
Revised: 04/08/96  
02/11/08  
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