

ACCIDENT REPORT REGULATIONS

- A. All personal injury or property damage accidents must be reported immediately to the appropriate administrator/supervisor, and all accident report forms filled in completely. The administrator/supervisor shall report all accidents to the Superintendent/designee.
- B. In any case involving serious personal injury, the Superintendent/designee must be notified immediately by telephone, followed by a written report.
- C. All accidents involving students must be reported to parents/guardians by telephone as soon as possible.
- D. All accidents involving employees must be reported immediately to the appropriate administrator/supervisor.
- E. All accidents shall be reported to the school unit's insurance carrier by telephone, followed by a written report.
- F. The Superintendent's Office shall maintain a log of accidents for the School Committee's review.

Adopted: March 14, 1995

Revised: April 27, 1999