

ACCIDENT REPORT REGULATIONS

- 1.0 All accidents must be reported to the appropriate building administrator and Superintendent as soon as possible and no later than 24 hours following the accident.
 - 1.1. Serious accidents should be reported to the building administrator and the Superintendent immediately by telephone, followed by the written report.
 - 1.2. This applies to accidents to students, employees, and visitors.
 - 1.2.a. For the purposes of this policy and regulation, visitors will include all persons on school premises, in school vehicles or at school sponsored events, whether invited or not.
- 2.0 Accidents must be reported on Scarborough School Department Accident Report forms provided in the Superintendent's Office and building offices. Each building administrator will maintain a file of reported accidents for a minimum of twenty years.
- 3.0 Reports will include the following information:
 - 3.1. Date, time, and exact location of accident place
 - 3.2. Injured Person(s): Name, address, telephone, number, occupation, grade, and/or the capacity of person (e.g., chaperone, student, parent, volunteer, etc) and what the injured person was doing when accident occurred.
 - 3.3. Injury: Initial assessment of the injury, including physical location and type (fracture, bruises, etc). Nature and extent, as known.
 - 3.4. Action Taken to Address Injury: First aid administered and by whom, medical attention summoned; where injury was taken after accident occurred.
 - 3.4.a. If Student Injury: Name of teacher or other adult responsible for supervision at time of the accident.
 - 3.5. Related Property Damage (if any): Owner of property, address, telephone number, extent of damage, type of property.
 - 3.6. Witness(es) to Accident and Others Brought to Scene: Name, address, telephone number.
 - 3.6.a. If Student Injury: Whether parent or emergency contact was notified, who made the contact, how the contact was made, and the time of the contact. Any information learned from parent or hospital in follow-up.
 - 3.7. Description of Accident: Description should be brief and based on best information available at the time.

- 3.8. Name of Person Making Report, Date and Time
- 3.9. Signature or Initials of Administrator Reviewing Report

Adopted: December 1, 1977

Revised: October 3, 2002