

## **EBBB – ACCIDENT REPORTS**

In case of accident, the responsible party must fill out an accident form the day of any accident involving the student.

The procedures for accidents and accident reporting are to be reviewed in September by the Principals, with the staffs of each school.

All accidents judged to be other than minor require an accident report to be filled out and filed with the Principal within 24 hours of the incident. If the accident involves the services of a physician and/or is likely to result in an insurance claim, two accident reports are to be prepared: one copy filed at the school office in the personnel file and one copy to the SAU Office for dissemination to the district's insurance provider. If the incident is not one involving a physician and is unlikely to be an insurance case, it will be sufficient to prepare one copy to be filed at the school. If the accident involves a volunteer or visitor, one copy is to be filed at the school and one copy provided to the SAU Office.

If the incident is one involving a district employee, the School Principal or designee will complete the Workers' Compensation Employee Report of Injury for dissemination by the SAU Office. The School Principal or designee will keep and maintain a first aid log per the NH Department of Labor.

If the incident is one involving the use of an Automated External Defibrillator (AED), the School Nurse, or his/her designee, shall report all instances of the AED use with the New Hampshire Department of Safety. Incident report forms are available at the following website.

[www.state.nh.us/safety/ems/aed\\_public\\_registry\\_packet.pdf](http://www.state.nh.us/safety/ems/aed_public_registry_packet.pdf)

Statutory/Regulatory/Policy/Handbook Cross References

NH Code of Administrative Rules, Section Ed. 306.12 (b) (1) (School Health Services Handbook (Referenced in Personnel Handbooks))

APPROVED: June 14, 2007

PREVIOUS POLICY: September 25, 2000 “Student Accident Reporting and Investigation”  
“Employee, Volunteer, and Visitor Accident Reporting and Investigation”