

**PARK COUNTY SCHOOL DISTRICT #6
BOARD OF EDUCATION POLICY**

CODE: EBBB

ACCIDENT REPORTS

All accidents will be reported.

A report of all serious accidents will be prepared and submitted to the principal. The reports will cover all accidents occurring on school premises or at a school-sponsored activity, and any involving staff or students who may be elsewhere on school business. Reports will cover property damage as well as personal injury.

Information to be included in the report will include:

1. date, time and place of accident;
2. name and address of the injured person;
3. name of the teacher in attendance;
4. type of accident;
5. treatment given;
6. narrative description of the accident, including witnesses and/or other participants.

A copy of the injury report is to be sent to the business manager.

Adopted: 1/20/98