

## **ACCIDENT REPORTS**

Accident reports support the safe and efficient operation of the school system as well as the protection and education of the students.

In order to expedite prompt and appropriate medical attention and to facilitate processing of insurance claims, all accidents and injuries occurring on school grounds or while under school supervision shall be reported immediately to the principal's office. A written accident report must be filed with the school nurse and school safety coordinator.

The school nurse shall be responsible for following up on and maintaining records of any accident involving a student in school or school-sponsored activity which results in the student's absence of three or more consecutive days. A report of such accidents shall be compiled and reported to the district office.

Legal Reference:

Section 118.06 (3)  
Wisconsin Statutes

Approved:

January 13, 1988