

Policy of the Lancaster Board of Education  
Students

**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 physical education or playground activities 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.

An annual report of all physical education and playground accidents resulting in the student's absence from school of three or more consecutive days shall be made to the Department of Public Instruction by the school nurse.

Legal Reference: Section 118.07(3) Wisconsin Statutes

Approved: January 13, 1988



