

SANBORN REGIONAL SCHOOL DISTRICT

SRSD File: EBBB

ACCIDENT REPORTS

Statement of Purpose:

The purpose of this policy is to require the development of guidelines for accident reports in all of the District schools.

Statement of Policy:

In the event of an accident on school grounds, the school district employee who witnessed or first responded to the accident must fill out an accident form within 24 hours of the accident. Such form must then be filed with Principal.

If the accidents 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 and one copy given to the SAU Office. If the incident is not one involving a physician and is unlikely to be an insurance case, it will be sufficient to prepare one coy to be filed at the school.

The procedures for accidents and accident reporting are to be reviewed in September by the Principal in association with school district staff of each school.

Legal Reference:

RSA 200, Health and Sanitation
NH Code Administrative Rules, Section Ed 306.12, School Health Services
NH Code of Administrative Rules, Section Ed 311, School Health Services

History:

Effective: June 13, 2012.
Reaffirm: April 10, 2019