722.1 INCIDENT REPORTS

The basic purpose of incident record keeping is to provide information for and support to a comprehensive safety education program for all students and school employees.

Incident reports support the safe and efficient operation of the school system as well as the protection and education of the students. In addition, careful analysis and study of the reports have far-reaching implications for buildings, equipment, curriculum practices and administration.

Specific goals of the incident reporting process shall be to:

1. protect students, teachers and administrators from physical deficiencies of the school buildings and grounds.

2. measure uses of the school and grounds (such as movements of student groups during peak times and in certain areas of the school) and to modify conditions so as to reduce congestion and accidents.

3. provide information on kinds of incidents and the areas in which they occur and to adjust safety instruction in an effort to reduce the number of future mishaps.

4. reveal gaps in the instructional program which may be filled by well planned safety educational experiences.

5. determine relationships between incident experiences and school population (e.g., are falls caused by faulty traffic patterns during class changes, or, are a few students having problems such as coordination or vision, which cause them to be unable to cope with the traffic patterns?).

6. protect the school and school personnel from suffering unfortunate publicity and from becoming involved in litigation arising out of incident cases.

Incidents to students and employees shall be reported in accordance with established procedures.

LEGAL REF.:	Section	121.02(1)(i)	Wisconsin Statutes
		PI 8.01(2)(i)	Wisconsin Administrative Code

CROSS REF.: 722.1 Rule, Incident Reporting Procedures
453.1, Emergency Nursing Services

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