

722.1 Rule INCIDENT REPORTING PROCEDURES

Students

- a. When a student becomes injured on school premises, he/she should notify school staff immediately.
- b. If the injury is serious or life-threatening, staff should call 9-1-1 for emergency response services followed by notification of the building Principal, school nurse, and parents.
- d. All accidents involving students must be reported to a Principal or supervisor immediately utilizing the incident report forms located in the school office. The incident forms should be sent to the business office immediately when complete.

Employees

- a. All school employees are covered by worker's compensation and employee liability insurance. It is mandatory that any incident on school premises must be reported promptly to the employee's supervisor/administrator by completing an incident report form through the school office. The completed form is to be forwarded to the business office.
- b. If the injury is serious or life-threatening, call 9-1-1 for emergency response services followed by notification of the building Principal/supervisor and/or school nurse when possible.

APPROVED: November 11, 1974

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