

ACCIDENT REPORTS

1. All accidents to students or employees shall be reported on the proper forms making three copies, one for the school and two to be forwarded to the Central Office.
2. In the case of serious injury, the accident shall be reported to the Central Office by telephone. All accident reports shall be formally filed with the Central Office no later than the day following the accident.
3. Any additional information shall be filed when received.
4. All accidents to employees should be reported immediately on Workmen's Compensation Form C2 and the employee instructed to have hospital and doctor send bills to the District's insurance carrier.
5. Accidents involving motor vehicles should be reported immediately to the Central Office.

Note: Prior policy, Accidents-Reports, 5142

Policy Adopted:	August 21, 1959
Amended:	May 13, 1974
Amended:	December 6, 1982
Amended:	June 21, 1999