

ACCIDENT REPORTS

Accurate and prompt accident reporting is essential if similar accidents are to be prevented from happening again. If there are injuries or damage, prompt reports are also vital in assuring the District, staff, students and others of proper insurance coverage.

Therefore, the Board requires that an accident report be filed for every accident that takes place on school property or that involves a school vehicle, students or staff on school-sponsored trips, or staff members on authorized school business trips. Such accident reports are required whether or not there is an injury or damage immediately evident.

For accidents involving students, the teacher responsible for the ~~child~~ **student** when the accident occurred will file an accident report with the principal on the same day. Staff will report promptly to the principal any accidents occurring off school grounds or involving school transportation vehicles, and such reports will be filed in accordance with procedures developed by the Superintendent.

All accidents to persons on or about premises, to ~~pupils~~ **students** while going to or from school or participating in a school-sponsored activity, or to employees while on duty will be promptly and accurately reported by the school principal/designee so that a report and complete investigation can be made.

Adopted: April 9, 1998
Revised:
Reviewed: October 1, 2013

NEPN/NSBA Classification: EBBB
Legal Reference: NRS 618.378