

## **ACCIDENT PREVENTION AND SAFETY PROCEDURES**

Accidents which may require medical care shall be reported promptly to the principal. Students shall not be taken to a doctor without first securing the permission of a parent or guardian except in emergencies when the principal will make the decision. Teachers shall not take students to a doctor without consulting the principal.

Employees shall file a routine report of every accident occurring in the line of duty within two days with the administrative officer in charge of the injured employee. Failure to report accidents within this two-day period may result in loss of one day's compensation for each day's failure to report. Proper forms shall be submitted if claims are to be made.

ADOPTED: May 1977

REVISED: May 1981