

GENERAL LIABILITY INCIDENT/ACCIDENT REPORT INSTRUCTIONS

This form should be completed by an adult on all incidents/accidents that they become aware of, even if a claim is not being presented at the time of the occurrence. **The form must be completely filled out.. If an item does not apply, draw a line through the available answer space.**

Examples of when this form should be completed include, but is not limited to, the following:

- ▶ Student altercations.
- ▶ Incidents/accidents arising out of sporting events.
- ▶ Incidents/accidents arising out of Shop, Gym, Swimming, Chemistry, etc.
- ▶ Incidents/accidents involving visitors, students, employees, other.
- ▶ Any physical restraint of a student by a school employee.
- ▶ Any incident/accident involving bus transportation, i.e., student entering, leaving, or riding.
- ▶ Any incident/accident involving children crossing streets while approaching or leaving school grounds, including incidents when a crossing guard is present.
- ▶ Any allegation by a student involving molestation or harassment by another student or employee.

The above list is not all inclusive. If there is any question, contact Daphne or Barb in the Central Office then complete the form and send it to Central Office.