

ACCIDENT REPORTS

School principals are to keep in a permanent file, reports of all accidents occurring on school property or to students and staff while in transit to and from school or to and from extra-curricular events.

1.0 Said reports will include at least the following information:

- 1.1 Date**
- 1.2 Time**
- 1.3 Names of persons involved**
- 1.4 Specific location**
- 1.5 Description of accident**
- 1.6 Witnesses**
- 1.7 First-aid administered**
- 1.8 Medical procedure utilized**
- 1.9 Notification of parents**
- 1.10 Other relevant information.**

Reviewed 4/1/2014