

EBBB Accident Reports

ACCIDENT REPORTS

Accurate and prompt accident reporting is essential for the filing of insurance claims and to promote the safety of the District's students and employees and others present on school property or at school-sponsored events.

The Board requires that reports be filed for all accidents involving personal injury and/or property damage that occur on school property (including school buses), at school-sponsored activities or on school-sponsored trips, or when a staff member is using his/her private vehicle for authorized school business.

Accidents involving injury to students must be reported to the building principal who shall be responsible for contacting the student's parents/guardians.

When the accident involves a District employee, the employee must file an accident report (a first report of injury) with the building principal or department supervisor the same day.

Persons, such as a parent or community member, should file an accident report with the building principal the day of the incident. Persons can obtain an accident report from the school office.

When the incident involves serious personal injury to a student, employee or other person on school property attending a school-sponsored activity, the building principal or supervisor must notify the Central Office immediately and follow with a written report.

The Superintendent/designee will be responsible for making accident report forms available in each school and in the central office.

Each building principal and department supervisor will maintain a log of reported accidents occurring within his/her area of responsibility.

Cross Reference: Policy EBBB-E (1) School Accident Report Policy EBBB-E (2) Employee Accident Report

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