

**NEW BOSTON SCHOOL DISTRICT**

**JLCE**

**STUDENT ACCIDENTS AND ACCIDENT REPORT**

School personnel have responsibilities in connection with accidents occurring in school which may be classified as follows:

1. Administering first aid
2. Summoning medical assistance
3. Notifying administration
4. Notifying parents
5. Filing accident reports

Teachers must use reasonable judgement in handling accident cases. Extreme caution should be exercised not to minimize any accident.

All teachers should make a concerted effort to increase their understanding of proper steps to be taken in the event of an accident. Teachers should also have knowledge of the physical condition of students so that they may be prepared to meet any emergency which may arise.

The school will obtain at the start of each school year emergency contact information of parents or legal guardian for each child.

The school nurse and specifically trained staff members shall stand ready to assist in treatment of accident victims.

Regardless of the seriousness of the accident, the teacher in charge must submit an accident report so that the administrators are informed and a basis is established for the proper processing of insurance claims. Accident forms may be obtained from the school nurse.

The School District makes it possible for parents to subscribe to pupil accident insurance at low rates. This program is offered each year during September.

The policy on accidents and accident reporting is to be reviewed in September by the Principals, with the staff of each school.

An Accident Log is to be maintained daily at the school.

All accidents judged to be other than minor require that an accident report be filled out. If the accident involves the services of a physician and/or is likely to result in an insurance claim, two accident reports are to be prepared: one copy filed at the school office and one copy to the District's insurance agent. If the incident is not one involving a physician and is unlikely to be an insurance case, it will be sufficient to prepare one copy to be filed at the school.

Proposed: 12/12/02  
Adopted: 01/09/03  
Revised: 10/12/04  
Adopted: 11/09/04

NHSBA Review: 01/23/14  
PRC Review: 05/14/15