

Accident Reports**School Board Approved: February 28, 2005**

In case of accident, the teacher to whom the student is assigned must fill out an accident form the day of an accident involving the student.

The procedures for accidents and accident reporting are to be reviewed in September by the Principals, with the staffs of each school.

All accidents judged to be other than minor require an accident report to be filled out and filed with the Principal within 24 hours of the incident. 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.

If the incident is one involving the use of an Automated External Defibrillator (AED), the School Nurse, or his/her designee, shall report all instances of the AED use the New Hampshire Department of Safety. See sample incident report forms in Appendix KFD-R or at www.state.nh.us/safety/ems/aed_public_registry_packet.pdf

Legal Reference

NH Code of Administrative Rules – Section Ed. 306.12 (b) (1)