

Accident prevention and reporting serves to support the safety of all students and employees and supports the safe and efficient operation of the school district. Proper reporting shall be required as protection for District. Accidents involving students must be reported in writing to the building principal.

In order to expedite prompt and appropriate medical attention and to facilitate processing of insurance claims, all accidents and injuries occurring on school grounds or while under school supervision shall be reported immediately to the District Office.

Accidents or injuries involving employees shall be reported to the employee's immediate supervisor.

A written accident/injury report shall be completed by the injured person or his/her supervisor (if necessary) and filed on forms provided on the same day as the accident or injury occurred, whether to students or employees, except under extenuating circumstances. Such accident reports shall be forwarded to the District office for further accident investigations, if necessary, and submission to the District's liability insurance carrier.

Principals and maintenance personnel shall inspect and care for the property which they are assigned and address reasonable school safety concerns for prevention of accidents.

### Legal References:

#### Wisconsin Statutes

[Section 121.02\(1\)](#)(g) & (i) [emergency nursing service, safe and healthful facilities]  
PI 8.01 (2)(i) [safe and healthful facilities]

### Cross References:

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