

**Greater Albany SD 8J
Administrative Regulation**

Code: **EBAC-AR(2)**
Adopted: 8/01/79
Revised/Readopted: 3/12/01; 1/20/16
Orig. Code(s): AR 7610

Reporting Student Injuries and Acquiring Insurance Forms

Each school will have a standards policy in dealing with accidents or injuries. The teacher, coach or other supervisory person shall, as early as practicable, report accidents on the district's designated injury report form.

Students injured at school during school hours and at athletic activities must report the injury to the supervising teacher or coach as soon as possible. In the case of an injury at a Friday or Saturday activity, it may be reported Monday.

Three copies will be made of the accident report form. These will be filed with the district nurse, physical plant and the student's file. Any serious accident will be reported to the district office that day. The supervising teacher or coach may be asked to complete a portion of the report. If the student is to receive medical care and has student protection insurance, the office manager must acquire an insurance claim form from the district office. The office manager will fill it out the form and have the principal sign it. It should be noted on the accident report form that a student protection insurance program claim form was issued.