

Greater Albany SD 8J
Administrative Regulation

Code: **EBAC-AR(2)**
Adopted: 8/1/79
Revised/Readopted: 3/12/01
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. The student should then report to the school nurse within 24 hours to file an accident report. 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 principal or nurse, district office and instructor. Any serious accident will be reported to the district office that day; others may be sent once a week. 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, they must acquire an insurance claim form from the nurse. The nurse will fill it out 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.