

## Report of Injury or Accident

### First Aid and Emergency Care

In the case of students injured during a school-supervised and school-sponsored activity, the principal and/or his/her designee shall notify the parent so that the parent will make the decision as to what action is to be taken. The student registration information form (Form 2Aa) contains the parents' name, address, home telephone number, and emergency telephone number, as well as authorization for medical treatment in the event that the parent cannot be reached. The family physician's name is also listed on the form with the recommendation for calling in case of need.

### Report of Personal Injury or Accident

If a pupil or other person in or around the school is injured to such an extent as could be regarded as serious or from which complications, legal or otherwise, might arise, the injury or accident must be reported at once to the superintendent, in writing. This report is ordinarily made by the teacher, custodian, or coach to the principal and by him/her to the superintendent. Where time is an element or the principal is not available, the report may be made by any person directly to the central office. The report should contain the following information:

1. Name and address of the person injured;
2. Time of the injury;
3. Nature of the injury;
4. Cause of the injury;
5. Witnesses or persons in a position to know of the injury;
6. Whether or not the parent or guardian was notified;
7. Whether or not a doctor was called, if so, which doctor was called and by whom;
8. At the time of the accident was the injured person acting:
  - a. On his/her own responsibility?
  - b. In violation of known school regulations?
  - c. Carrying out orders issued by a school district employee?
9. Date and signature of the person reporting the injury.