

**North Santiam
School District**

Code: **EBBB**
Adopted: 7/01/96
Readopted: 12/18/98

Accident Reports

Any student or staff member who is injured during the school day or in a school activity must report this accident to the supervisor of the activity or to the office as soon as possible.

Written reports will be submitted to the district's designated safety officer and the building's safety committee on all accidents occurring on school premises or at a school-sponsored activity or involving staff members who may be elsewhere on school business. Reports will cover property damage as well as personal injury.

In the event of an accident or injury resulting in an overnight hospitalization whereby medical treatment other than first aid is provided, the safety officer shall inform the Oregon Occupational Safety and Health Division (OR-OSHA). A report will be made within 24 hours after notification of an accident or injury.

Fatal accidents shall be reported within eight hours.

ALL accidents/incidents will be promptly investigated. As a result of the investigation any corrective measures needed will be acted upon.

The Board may receive reports on serious accidents and/or periodic reports on the number and types of accidents occurring in the district, as well as on the measures being taken to prevent such accidents in the future. Such reports may also be forwarded to the district agent-of-record and/or district legal counsel.

END OF POLICY

Legal Reference(s):

[OAR 437-001-0015](#)
[OAR 437-001-0700](#)
[OAR 437-001-0760](#)

[OAR 437-002-0140](#)
[OAR 437-002-0144](#)
[OAR 437-002-0145](#)

[OAR 437-002-0360](#)
[OAR 437-002-0377](#)
[OAR 581-022-1420](#)