

MONONA GROVE SCHOOL DISTRICT

Board Policy 723.1

ACCIDENT REPORTS

An accident report shall be completed if a student or staff member is injured while on school property, including school buses, or while at a school-sponsored activity and:

- Medical attention by a designated caregiver, emergency medical personnel or a physician was required; or
- A possibility exists that the incident could result in later medical attention; or
- The injury may be cause for liability at a later date.

Accident reports shall be completed within 24 hours and shall be filed with the building principal. A copy shall be sent to the District Office. If a student was injured during an athletic practice or competition, a copy also shall be sent to the athletic trainer and the athletic office.

If a report is filed concerning an accident involving a student, the student's parent/guardian shall be contacted. If a report is filed concerning an accident involving a staff member, the school office shall complete other appropriate forms as needed. Such additional forms shall be forwarded to the District Office.

Accident reports shall be reviewed by members of the Administrative Team for the purpose of developing plans for the prevention of further injuries. Accident reports also shall be reviewed annually by the committee designated to review emergency nursing policies and procedures.

CROSS REFERENCES: Board Policy 453.1, Emergency Nursing Services
Administrative Exhibit 723.1(1), Student Accident Report
Administrative Exhibit 723.1(2), Staff Accident Report

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