

<b>Timberlane Regional School District</b>	<b>Procedure Code: EBBB-R</b>
<b>Adopted: 01-01-83</b> <b>Reaffirmed: 02-07-91</b>	<b>Page 1 of 1</b>

## **ACCIDENT REPORT PROCEDURES**

All accidents which occur to staff and/or student in school, on school property, or when being transported to school or school activities by school buses, must be reported in an ACCIDENT LOG BOOK, maintained by the nurse and kept in the nurse's office. This should be used to record such information as the date, the name of the injured party, first aid applied, etc. If the accident appears to be minor in nature, this is the only record required.

Accidents which appear to be of a more serious nature, or could possibly become serious, are to be recorded in the log, but in addition, the form ACCIDENT REPORT (AR-2/91) is to be made out by the staff member on duty when the accident occurs. This form is to be signed by the person on duty and countersigned by the principal. If the accident occurs to a person covered by the so-called "student accident insurance" and/or to a person covered by Workman's Compensation Insurance, then further forms are required. Inquire at the office for instructions on matters of insurance, whether it be student accident or liability insurance of the District. Prompt filing of claims is important. Also, maintenance of office records to support each activity is critical.

Employees who are injured on the job, or who claim a work-related illness, must complete the State of New Hampshire for "*Notice of Accidental Injury or Occupational Disease*" as soon as possible after the injury/illness, but no later than 24 hours after said injury/illness occurs. The school principal shall submit an "*Employer's First Report of Injury/Illness*" form within five days of knowledge thereof, both to the NH Department of Labor and to the District's workers compensation insurance carrier.