



ADMINISTRATIVE PROCEDURE

STUDENT ACCIDENT REPORTING

2805.2

Procedure No.

July 1, 2008

Date

- I. **PURPOSE:** To provide procedures for reporting student accidents and injuries.
- II. **BACKGROUND:** In anticipation of a claim or lawsuit, all student accidents must be documented on a Student Accident Report (Form 7540-3005). They must be completed for accidents that occur on school property, during school sponsored events, i.e. athletic events and field trips. The Student Accident Report may also be used to document accidents involving visitors and parents.
- III. **PROCEDURES:**
 - A. Student/Visitor Accident Reporting:
 1. Provide any first aid to the injured student/visitor.
 2. Complete a Student Accident Report, (Form 7540-3005). It must be completed by the teacher or administrator who witnessed the incident or who was responsible for supervising the student and signed by the principal.
 3. The report must be sent to the Risk Management Office and Safety Office within 24 hours of the accident.
 - B. Retention: Student accident reports are to be retained in the school accident files and Safety Office accident files for three (3) years following the end of the calendar year in which the accident occurred.
 - C. Release of Information: In addition to the Risk Management Office and Safety Office, Student Accident Reports may be released to the following:
 1. Office of General Counsel.
 2. The Board's outside law firm.
 3. Requests for the Student Accident Report from the parent(s) or legal guardian(s), their attorney or a third party, i.e. parent's health insurance company, should be referred to the Risk Management Office for handling.
 - D. Claim Procedures
 1. Parent(s) or their attorney that want to file a claim against the school system for their child's injury or demand the school system



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pay for their medical bills should be referred to the Risk Management Office. Under no circumstance should an employee discuss the merits of the claim with the parent or their attorney or make any promises to them, i.e. agreeing to pay for the medical bills.

2. If the school or an employee is served with a summons and complaint in connection with a student accident, the documents must be hand delivered to the Office of General Counsel.

- IV. **RELATED PROCEDURES:** Administrative Procedure 2805.3, Employee Accident Reporting and Recordkeeping and Administrative Procedure 5125, Individual Pupil School-Based Records.
- V. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures will be reviewed in August of each year by the Risk Management Office for modification and/or revision.
- VI. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 2805.2, July 1, 1999.
- VII. **EFFECTIVE DATE:** July 1, 2008.

Approved by:
John E. Deasy
Superintendent of Schools

Attachment: Student Accident Report

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11