

PATTONVILLE SCHOOL DISTRICT

EPS Code: EBBB

District Code: New

ACCIDENT REPORT FORMS

In order that proper measures may be taken to avoid recurrence of accidents, written reports will be prepared on all accidents occurring on school premises or a school-sponsored activity. Reports will include:

1. Date, time and place of accident
2. Name and address of injured person
3. Name of staff member in attendance
4. Type of accident
5. Personal injuries received
6. Treatment given
7. Description of the accident
8. Property damage incurred

The Board will receive reports on serious accidents and periodic statistical reports on the number and types of accidents occurring in the schools.

Adopted: June 30, 1981

Reviewed: November 25, 2003