

## **EBBB—Accident Reports**

### **Reporting**

Adequate and prompt accident reporting is essential if similar accidents are to be prevented. If there are injuries or property damage, prompt reports are also vital in assuring the School of insurance coverage.

Reports will be filed on accidents that take place on school property or that involve school vehicles, students, or staff members on school-sponsored trips, including staff members on authorized school business trips. Such reports are required whether or not there are any immediately evident injuries or damage to property.

Injury accidents should be promptly reported to the School's liability carrier. The meaning of *promptly* is defined in the School's insurance policy with the carrier or one (1) business day, whichever time is shorter.

The administration shall establish procedures for filing accident reports, and shall make sure reports include details that (1) might be helpful in preventing similar accidents in the future, (2) are needed for filing insurance claims, and (3) might be important in case of litigation.

A written report of an accident shall be made to the Administrator not later than noon of the school day following the incident.

*Cross Ref.:*      *GBGC—Employee Assistance*  
                      *GBGD—Workers' Compensation*  
                      *JLCD—Administering Medicines to Students*