

### **Emergency Illness/Accidents**

The principal will submit a written report of any accident involving students, staff, or other persons occurring on school property to the Superintendent's office, even since minor accidents may later become a basis for legal action.

These reports will be submitted on district forms so that all necessary data, such as the following, will be included: name of person involved in accident, date, time of day, place, names of witnesses, apparent cause and extent of injury, first aid given, arrangements made for further care.

Such additional reports will be made of accidents involving school employees as are requested for workers' compensation purposes. The personnel department will maintain records and reports pertaining to workers' compensation and will administer this insurance program.