

**ACCIDENT REPORTS**

In case of accident, the responsible party must fill out an accident form the day of any accident involving the student.

The procedures for accidents and accident reporting are to be reviewed at the start of the school year by the principals, with the staffs of each school.

All accidents judged to be other than minor require an accident report to be filled out and filed with the principal within 24 hours of the incident. If the accident involves the services of a physician and/or is likely to result in an insurance claim, two accident reports are to be prepared: one copy filed at the school office and one copy to the District's insurance agent. If the incident is not one involving a physician and is unlikely to be an insurance case, it will be sufficient to prepare one copy to be filed at the school.

**Legal Reference:**

NH Code of Administrative Rules - Section Ed. 306.12(b)(1), School Health Services

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