

## **ACCIDENTAL INJURY AND REPORTING OF ACCIDENTS**

When a student, visitor or staff member is injured on school grounds, in school vehicles, or at school activities, such injury must be reported to the administrator. All employees and school volunteers share this responsibility.

Accidents shall be handled by health room volunteers and/or staff members as set forth in health room procedures.

If the accident is of a serious nature, the parents will be notified and asked to pick up the student and take him/her home or to the doctor, if necessary. If the parents cannot be reached, the school will attempt to notify the person designated by the parents to be contacted in an emergency.

If the parents or emergency contact person designated by the parents cannot be reached or cannot pick up the student, and if the administrator feels emergency care is needed, the administrator or his/her designee will arrange transportation for the student to a proper medical treatment facility. If the student is to be detained for a period of time in the hospital or clinic, it will be the parent's responsibility, or someone designated by them, to remain with the student.

Within 30 days after its occurrence, every accident involving a student in a physical education class or during physical education or playground activities which results in the student's absence from school for three or more consecutive days shall be reported to the school board. The school board shall make an annual report to the state superintendent, who shall maintain records of the frequency and nature of such accidents.

Legal Ref.: Section 118.07 (3) Wisconsin Statutes

Cross Ref.: 4001, First Aid

Adopted: February 9, 1993

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