

ACCIDENT REPORTS

A record shall be kept of all accidents occurring on school property and at school-related activities. This applies to accidents suffered by students, employees, and visitors. (The term visitor covers all persons who are on school property, whether or not for a proper reason and assumes that the person in authority can gain the proper information).

All accident reports are to be assembled and submitted to the superintendent, who will retain these records in accordance with State of Maine guidelines. If an accident is of a serious nature that requires either off-site medical attention or supplementary medical attention provided on-site by other than school employee personnel, the superintendent will be notified immediately. A written report will be submitted to him/her as soon as practical.

Adopted: 1/22/07