

ACCIDENT REPORTS

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

The procedures for accidents and accident reporting are to be reviewed in September by the Principal with the staff of the 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.

If the incident is one involving the use of an Automated External Defibrillator (AED), the Jackson School Nurse, or his/her designee, shall report all instances of the AED use with the New Hampshire Department of Safety.

Legal Reference:

*NH Code of Administrative Rules- Section Ed. 306.12(b) (1), School Health Services
Appendix KFD-R, NH Department of Safety Incident Report Form*

Adopted by Jackson School Board- August 21, 2006

Reviewed with no change – March 11, 2021

Reviewed with no change – November 27, 2023