

FILE: EBBB

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: December 19, 1991 FILE SECTOR: SUPPORT SERVICES
DATE REVISED: December 16, 2004 POLICY TITLE: ACCIDENT REPORTS
DATE REVIEWED: January 3, 2013

In order to expedite prompt and appropriate medical attention and to facilitate processing of insurance claims, all accidents and injuries occurring on school grounds or while under school supervision shall be reported immediately. A written accident/injury report shall be completed and filed on the same day as the accident or injury occurred, except under extenuating circumstances. Accidents involving students shall be reported to the principal, or designee, by the supervisor in charge of the student activity. Accidents or injuries involving employees shall be reported to the employee's immediate supervisor.

CROSS REFERENCE:

**LEGAL REFERENCE: §118.125, 121.02(1)(g)(i), 146.81-146.84 Wis. Stats. & PI
8.01(2)(g)(i), Wis. Admin. Code**