

**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**  
**DATE REVISED: September 21, 2017**  
**DATE REVISED: September 25, 2023**

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 the accident or injury occurred, except under extenuating circumstances. Accidents or injuries involving employees shall be reported to the employee's immediate supervisor.

Accidents involving students shall be reported to the building administrator, or designee, by the supervisor in charge of the student activity. Parents may be notified at the discretion of the building administrator or designee.

**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**