

ACCIDENT REPORTING

722.1

All accidents and injuries occurring on school grounds or while under school supervision shall be reported immediately to the school office. A written accident report must be completed by the supervisor and filed with the building principal. A copy of the report shall also be forwarded to the District Business Manager.

Because of the diversity of operations inherent in the typical school system, there is a real need to take the lead provided by industry in developing effective accident reporting systems. The element which provides the rudder for a safety program lies in an effective accident reporting system. One very important means of accomplishing safety objectives is the establishment of systems, methods and programs to identify causes, costs and/or injuries. Specifically, the systematic accumulation of school and accident and injury data can provide school administrators (management) information upon which to base:

- 1) Curriculum guidance to educate the student for safe living.
- 2) A realistic evaluation of safety program efforts on a regular basis.
- 3) Changes in building structures and facilities, or procedures, to improve the environment of the school system.
- 4) Organizational and administrative improvements to strengthen the management aspects of the safety program.
- 5) A strong public relations program, thus lessening public demands for crash programs of little value if any unusual incident occurs.
- 6) A strong leadership role in community efforts.
- 7) An assessment of the costs of accidents and injuries and their relationship to the operating expenses of the school system.

Legal Ref.: Section 121.02(1)(g) + (i) Wisconsin Statutes
PI 8.01 (2) Wisconsin administrative Code

Cross Ref.: 453.1, Emergency Nursing Services
722.1-Exhibit, Accident Report Form
721-Rule, Building Inspection Procedures
721-Exhibit, Hazard Identification Forms
743-Rule (2), Hazardous Materials Accident/Emergency Plan

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Waukegan Community School District