

## GUIDELINES STUDENT ACCIDENTS

The following guidelines have been developed to ensure proper tracking of both minor and serious accidents:

1. The Student Accident List form should be stored in your school's first aid area and you **must** record all accidents. Form can be found: I Drive/Central Office Forms/ Student Accident List Form.
  
2. **IF** the accident is serious enough that it requires a phone call to the parents to pick up their child, school personnel **must** complete an accident report form ED 306 District Student Injury Report. Form can be found: I Drive/Central Office Forms/ ED306 Student Injury Report
  
3. Keep all copies of student accident lists and district student injury reports in a file at the individual school building for one complete school year.