

Policies

Westerly Public Schools Accident/Incident Reports

No. 5070

Accurate and prompt accident reporting is essential if similar accidents are to be prevented from happening again. If there are injuries or damage, prompt reports also are vital in assuring the district, staff, students, and others of proper insurance coverage.

Therefore, the Board requires that an accident report be filed for every accident that takes place on school property, or that involves a school vehicle, students or staff on school-sponsored trips, or staff members on authorized school business trips. Such accident reports are required whether or not there is an injury or damage immediately evident.

For accidents involving students, the teacher responsible for the child when the accident occurred files an accident report with the principal on the same day. Also, teachers will promptly report to the principal any persons or accidents occurring off school grounds or involving school transportation vehicles; for these incidents, the accident reports will be filed in accordance with procedures developed by the superintendent and included below.

All district-owned vehicular accidents/incidents will be reported immediately to the supervisor of transportation, by telephone or oral report, followed by a written statement within twenty-four hours.

All on-the-job accidents/incidents will be reported to the Director of Finance and Administration or her designee and to the appropriate supervisor, principal/director.

All student accidents on the way to and from school and on school property will be reported on the appropriate form, to the school nurse, principal, appropriate supervisor/director and the Director of Finance and Administration or her designee.

All patron accidents, other than those listed above, should be reported to the Director of Finance and Administration or her designee.

Adopted: June 4, 1997
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Revised: January 3, 2007