

## **ACCIDENT REPORTS**

### **A. General Accident Reporting.**

An accident report shall be required whenever an accident occurs:

1. in a school;
2. on a school playground; or
3. at any school-sponsored activity

which:

1. requires a student or employee to be out of class or absent from school;
2. necessitates the services of a health care provider (physician, advanced registered nurse practitioner, licensed physician's assistant, or dentist);
3. requires first aid; or
4. might reasonably be anticipated to give cause to an insurance or liability claim or case for liability at a later date.

Forms may be obtained from the District office or schools within the district.

The school district employee who witnessed or first responded to the accident must fill out an accident form as soon as possible, but within no more than 24 hours of the accident. The form shall be submitted to the building principal and forwarded to the Superintendent. The building principal, or in the principal's absence the supervisor on duty at the time of the accident, shall ensure that an accident form is completed in a timely manner.

### **B. Insurance Notification.**

For accidents which might lead to an insurance or liability claim, the Superintendent shall notify the District's liability carrier promptly.

### **C. Additional Reporting Required for Accidents Involving Death or Serious Injuries.**

1. Within eight (8) hours of any accident involving the death of an employee which occurs during the school day, or on school property, the building principal or other supervisor on duty at the time, shall report the death to the Commissioner of the New Hampshire Department of Labor via telephone or email. This initial report shall state as fully as possible the cause of the death and the place where the body of the deceased person was sent.
2. Within twenty-four (24) hours of any accident involving the serious injury of an employee which occurs during the school day, or on school property, the building principal or other supervisor on duty at the time, shall report the serious injury to the Commissioner of the New Hampshire Department of Labor via telephone or email. This initial report shall state as fully as possible the cause of the injury and the place where the injured person was sent for medical evaluation or treatment. For the purposes of this provision, "serious injury" means an incident that results in amputation, loss, or fracture of any body part, head injury or internal injury that necessitates hospitalization.

**D. Training.**

All staff shall receive annual training related to accident and accident reporting protocols.

**Legal References:**

*RSA 200, Health and Sanitation*

*RSA 277:15-b, Reports of Death or Serious Injury*

*N.H. Code of Administrative Rules, Section Ed 306.11, School Health Services*

*N.H. Code of Administrative Rules, Section Ed 311, School Health Services*

*N.H. Dept. of Labor Lab 1403.04 Accident Reporting Requirements for Fatalities and Serious Injuries*

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