

## **ACCIDENT REPORTS**

The procedures for accident and accident reporting are to be reviewed in September by the Principal, with the staff of each school.

All accidents require an accident report to be filled out by a supervisor of the activity at the time of the incident. The report must be filed with the Nurse within 24 hours of the incident or the next school day. All accident reports will be filled out on the forms provided by the District and the School Nurse will be responsible for the completed form. The School Nurse will assist the individual in filling out the accident report if necessary.

If the incident is one involving the use of an Automated External Defibrillator (AED), the school designee, shall report all instances of the AED use to the New Hampshire Department of Safety.

**Adopted: January 15, 2008**  
**Reviewed: December 3, 2013**