

Regulation

STUDENT ACCIDENT REPORT PROCEDURE

In the event of an accident/injury involving a student, either on the school grounds or on a field trip sponsored by the school, the school nurse is to be notified immediately. In the absence of the school nurse, the building principal is to be notified. Student accident report forms are obtainable from the school nurse or building principal at the time the accident/injury is reported. The student accident report form is to be completed and forwarded to the school nurse and building principal. The school nurse, in turn, will review the report, complete the appropriate sections and place in the health file.

The school nurse will contact the parent/guardian by phone and by letter advising of the accident/injury .

When emergency treatment is necessary at a medical facility, the following must accompany the student:

- A. Parental emergency medical authorization form
 - 1. This is a notarized form maintained by the school nurse in the student's health file.
- B. Student accident report
- C. Student health file
- D. Insurance forms

The school nurse will keep the building principal advised of the status of the student.