

PLAINFIELD PUBLIC SCHOOLS

ACCIDENT REPORTS

The Board of Education is committed to a coordinated proactive approach to reduce accidents within the district. In an effort to ensure that accidents don't reoccur, written reports will be submitted on all accidents occurring on school premises, at a school sponsored activity, or involving staff members who may be elsewhere on school business. This report will be completed under the direction of the school nurse and building administrator. Reports will cover property damage as well as personal injury.

If a student who participates in interscholastic sports becomes injured, the coach will complete an accident report and file it with the school nurse and building administrator. If there is a cost in treating the injury the Board of Education will be responsible for any balance after submission to the parents' insurance. The parents will be advised to submit all bills for payment to their own insurance company. The parents should retain copies of all bills and reimbursements received from their insurance company and submit them to the business office for payment.

Copies of all accident reports should be forwarded to the Superintendent of Schools and Business Manager and reviewed by the Safety and Health Committee.

Proposed: 10/13/87

Adopted: 11/09/87

Revised: 9/14/94

Revised: 11/08/06

Revised: 12/14/16