

Three Rivers School District

Code: EBAC-AR(3)
Adopted: 9/18/06
Orig. Code: EBAC-AR(3)

Report of Personal Injury or Accident

If a student or other person in or around the school is injured to such an extent as could be regarded as serious or from which complications, legal or otherwise, might arise, the injury or accident must be reported in writing at once to the superintendent. This report is ordinarily made by the teacher, custodian, or coach to the principal, and by him/her to the superintendent. Where time is an element or the principal is not available, the report may be made by any person directly to the district office. The report should contain the following information:

1. Name and address of the person injured.
2. Time of the injury.
3. Nature of the injury.
4. Cause of the injury.
5. Witnesses or persons in a position to know of the injury.
6. Whether or not the parent or guardian was notified.
7. Whether or not a doctor was called. If so, which doctor was called and by whom.
8. At the time of the accident was the injured person acting:
 - a. On his/her own responsibility?
 - b. In violation of known school regulations?
 - c. Carrying out orders issued by a school district employee?
9. Date and signature of the person reporting the injury.