

**M.S.A.D. #46**

**POLICY**                     **Accident Reports**                    

**CODE**           **EBBB**          

All personal injury and property damage accidents occurring on school property will be reported as soon as possible to the principal or designee. This applies to accidents suffered by students, employees, and school visitors. The term “visitors” covers all persons who are on school property, whether or not for a proper reason. Parents will be notified as soon as possible whenever a student receives a serious injury.

A written report of an accident will be submitted to the principal within twenty-four (24) hours. The report will be submitted on the appropriate form(s): Accident Report Forms; Employee’s First Report of Injury (for employee accidents); or Vehicle Accident Report Form.

Each principal shall maintain a log of reported accidents occurring on school property and/or to students and employees while under school jurisdiction.

**LEGAL REF:** \_\_\_\_\_

**Date Adopted**           **11/05/80**            
**Date Revised**           **03/01/00**