



Mitchell School District 17-2 POLICY

Category		Approval	
Series 500: Foundations and Basic Commitments		Adopted	Revised
		7/9/01	
		Reviewed	
		8/9/04, 8/11/08, 6/25/12, 6/27/16, 4/27/20	

ACCIDENT REPORTS

MSD 515

Accurate and prompt accident reporting is essential if similar accidents are to be prevented from happening again.

Therefore, the Board requires that an accident report be filed for every accident that takes place on school property, or that involves a school vehicle, students or staff on school-sponsored trips, or staff members on authorized school business trips.

For accidents involving students, the teacher responsible for the child when the accident occurred will file an accident report with the principal on the same day.

Accident report forms will be designed and made available for each school; they will give information that (1) might be helpful in preventing similar accidents in the future; and (2) is needed for filing insurance claims.