

## SCHOOL DISTRICT OF BAYFIELD

## ACCIDENT REPORTING

All accidents involving staff and students, including first aid injuries, shall be reported to the building principal. A written record of all such accidents shall be maintained for each building by the building principal or designee. A copy of the written record shall be submitted to the District Office immediately following the accident. The District Office shall notify the District's insurance carrier when applicable.

LEGAL REF.: Section 121.02(1)(i) Wisconsin Statutes  
PI 8.01(2)(i), Wisconsin Administrative Code

CROSS REF.: 453.1-Rule, Emergency Nursing Services Procedures

APPROVED: July 13, 1992  
REVISED: September 14, 2009