

## **ACCIDENT REPORTS**

Accidents to students and school department employees are to be reported immediately in order to assure that all necessary procedures are followed in relation to insurance coverage claims and safety. Reports of serious accidents involving pupils or members of the school staff should be communicated as soon as possible by the principal to the Assistant Superintendent for Business/Human Resources.

The law requires that every employer keep a record of all injuries of employees. Any injury, no matter how slight, must be reported to the insurance carrier in order to comply with the law. Failure to comply may result in the Industrial Accident Board assessing the employer for all costs. If the injured employee does not make required reports, he/she may not be entitled to worker's compensation.

The responsibility for filing reports rests with the injured employee or with the teacher of an injured student. Reports should flow through normal administrative channels to the Assistant Superintendent for Business/Human Resources.