

*See also JLCE*

**ACCIDENT REPORTS**

In case of accident, the responsible party must fill out an accident form the day of any accident involving the student.

The procedures for accidents and accident reporting are to be reviewed in September by the Principals, with the staffs of each school.

For other than minor accidents a report shall be filed with the principal within twenty-four (24) hours. If the accident involves the services of a physician and/or is likely to result in an insurance claim, two accident reports are to be prepared: one copy filed at the school office and one copy to the District's insurance agent. If the incident is not one involving a physician and is unlikely to be an insurance case, it will be sufficient to prepare one copy to be filed at the school.

If the incident is one involving the use of an Automated External Defibrillator (AED), the School Nurse, or his/her designee, shall report all instances of the AED use with the New Hampshire Department of Safety. See incident report forms in Appendix KFD-R or at [www.state.nh.us/safety/ems/aed\\_public\\_registry\\_packet.pdf](http://www.state.nh.us/safety/ems/aed_public_registry_packet.pdf).

**Legal Reference:**

*NH Code of Administrative Rules – Section Ed. 306.12(b)(1), School Health Services*

*Appendix KFD-R, NH Department of Safety Incident Report Form*

Board Approved: 05/12/2008