

Students**Welfare****Accident Reporting**

Accident reports support the safe and efficient operation of the school system as well as the protection and education of the students. Therefore, all accidents happening on school property or during school activities shall be reported to the principal's office as soon as possible. An "incident report form" should be completed at the time of occurrence or as soon as possible. A "head injury report form" should be completed with any head injury.

The building principal shall be responsible for following up on and maintaining records of any incident involving a student in physical education or playground activities which results in the student's absence of three or more consecutive days.

Legal Reference: **Section 118.07(3) Wisconsin Statutes**

Policy Approved: **March 20, 1985**

Policy Revised: **May 20, 2013**