

## **722.1-Rule Incident REPORTING PROCEDURES**

### **Students**

- a. When a student becomes injured on school premises, he/she should notify the teacher or aide immediately.
- b. The teacher should notify the principal or school nurse.
- c. If the injury is serious, the principal or school nurse should contact the business office.
- d. Accidents to students, no matter how slight, must be reported to the principal or supervisor immediately on incident report forms provided by the administration office or school nurse for that purpose. The incident forms should be sent to the business office.

### **Employees**

- a. All school employees are covered by workers compensation and employee liability insurance. It is mandatory, therefore, that any incident on school premises must be reported promptly to the business office. Building principal or the school nurse for completion of an incident report.
- b. The principal or school nurse should promptly forward the incident report to the payroll manager.

APPROVED: November 11, 1974

REVISED: August 4, 1986  
June 17, 2002