

**HOOKSETT SCHOOL DISTRICT
ACCIDENT REPORTS**

In case of an accident, the teacher to whom the student is assigned must fill out an accident report 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 staff of each school.

All accidents judged to be other than minor require an accident report to be filled out and filed with the Principal within 24 hours of the incident. 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 Superintendent's Office. 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.

Adopted: February 15, 2000
Adopted: November 15, 2005
Revised: November 4, 2008

Legal References:
NH Admin Rules, Sec. Ed 306.12(b)(1)