

1.0. School Administration

1.A. General

1.A. ACCIDENT REPORTS (Employees and Students)

Adopted: October 8, 2002

Reviewed by Committee: September 25, 2006, September 29, 2015

Policy Reference: Treatment of Students EL-1.1/Treatment of Staff EL-1.2

Employee accident reports must be completed and forwarded to the Superintendent/CEO within 24 hours whenever an employee is injured on the job. A copy must be filed with the Principal.

Student accident reports must be completed and forwarded to the Superintendent/CEO within 24 hours whenever a student is injured while in the care of the school division.

The Principal or delegate must notify parents/guardians.

Reference: Forms 8.0

Forms are also available at www.lakeshoresd.mb.ca