STUDENTS 5141.1

All student accidents, which require medical attention or are questionable, shall be reported to
the Office of Finance and Management in the Central Office on the prescribed forms, giving
details of the accident.

Administrative Guidelines

The Board of Education requires that a copy, either paper, fax or electronic, of a “Student Accident
Report” be filed with the Office of Finance and Management on all student accidents occurring in
school, on school grounds, when students are going to and from school and/or off school grounds
When participation in authorized school activities, which requires medical attention. This report
must be filed within twenty-four hours of the accident. The original form should be kept in the
school office, specifically in the student’s Cumulative Health Record.

Adopted: March 25, 1974
Revised: May 14, 2018