

**DE SOTO AREA SCHOOL DISTRICT**

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ACCIDENT REPORTING

Accident reports support the safe and efficient operation of the school system, the education of students and the protection of students and employees.

All accidents and injuries occurring on school grounds or at school-sponsored activities shall be reported to the school office in accordance with established procedures. It is the teacher's/supervisor's responsibility to advise the office of any situation where an injury occurred or may have occurred. Reports shall be filed for all cases, even if they appear insignificant. The reports should include actions taken at the time and any other pertinent information regarding the accident.

The building principal, or designee, shall be responsible for following up on and maintaining records of any accident involving a student in physical education or playground activities which results in the student's absence of three or more consecutive days. A report of such accidents shall be compiled and reported to the Board at its regular monthly meeting.

LEGAL REF.: Sections 118.125 Wisconsin Statutes  
121.02(1)(g) and (i)  
146.81-146.84  
PI 8.01(2)(g), (i), Wisconsin Administrative  
Code

CROSS REF.: 453.1, Emergency Nursing Services  
DEA Agreement  
DSPA Agreement

APPROVED: June 27, 1994

REVISED: April 14, 2008

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