



Administrative Guidelines

Department: Operations

Policy: JGFG

Topic: Accident Report

Revised: July 2019

PROCEDURE

Despite the best efforts of school personnel, students may be injured at school and require medical attention. Prompt and appropriate response to such injuries is important to sustaining the trust parents/guardians have in Marietta City Schools' ability to handle emergency situations.

The function of the school in relation to sudden illness and accidental injury is one of emergency handling of these situations. School personnel should act promptly and intelligently in emergencies for the saving of life, the prevention of further injury and the alleviation of pain.

The Board is not responsible for subsequent treatment. The following procedures should be used whenever a student is injured at school or participating in a school related activity (i.e. sports or field trips).

- The supervising teacher must complete an accident report at the time of incident.
- The Principal should be notified immediately of any serious injury to a student.
- The Parent/Guardian should be notified as soon as possible and provided a copy of the accident report.
- An ambulance should be called whenever a student loses consciousness or when the injury is severe enough to require emergency medical services.
- The Principal or designee should notify the Deputy Superintendent's office of any student accident resulting in serious injury or requiring the student to be transported by ambulance as soon as possible.
- The report shall be maintained at the local school for five years.
- If it is believed that the injuries occurred due to negligence of the school system, please contact the Operations Department and complete the required risk management document.

The same procedure should be followed in the event of an adult (non-employee) injury with the exception that the report should be completed by a designee from the main office. The injured person, if necessary, should go to their chosen medical facility. The official form to be used for reporting student/adult (non-employee) accidents is included with this administrative bulletin.