

REGULATION

ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

Related Entries: Policy JEB

Responsible Office: INSURANCE AND SAFETY MANAGEMENT

STUDENT ACCIDENT AND INJURY REPORTING

A. PURPOSE

To establish reporting requirements, guidelines, and responsibilities for student accidents that result in an injury occurring during school-sponsored activities.

B. BACKGROUND

The school system strives to provide a safe and healthy environment for all of our students while protecting the interests of the Board of Education of Anne Arundel County. It is important to report, document, and assess all student accidents occurring during school or school-sponsored activities that requires or that may require, curative medical care. Accident causes shall be identified and appropriate actions implemented to prevent the accident from occurring again.

C. DEFINITIONS

Student Accident (reportable) - an event or occurrence that results in a student injury or illness.

Curative medical care - treatment and therapies provided to improve symptoms or cure a medical condition.

School-Sponsored Activity - any organized class, field trip, extracurricular activity, co-curricular activity, interscholastic sports event, or transportation involving students sponsored by, supervised by, approved by, or otherwise under the jurisdiction of the Board or its agents or representatives regardless of when or where the activity takes place.

D. PROCEDURES

Any student accident that requires, or may require, curative medical care which occurs during school-sponsored activities, or on a school bus to or from school shall be reported.

1. Within 24 hours of the accident, or as soon as administratively possible, the principal, appropriate supervisor, or designated individual, shall ensure that the *Standard Student Accident Report* form is completed. The individual who witnessed the accident, or who was in charge of the student at the time of the accident, is responsible for coordinating and initiating the accident reporting process.
2. The completed *Standard Student Accident Report* shall be forwarded to the Insurance and Safety Management Office. A copy of the completed form shall be maintained in the student file.
3. The principal or appropriate supervisor in conjunction with the Insurance and Safety Management Office shall implement appropriate safety measures for accident prevention to enhance student safety.

Regulation History: *Developed by Superintendent 07/09/14.*
 Reviewed by Board of Education 07/09/14.
 Issued 07/09/14.

Note previous regulation history: None