

STUDENT INJURY REPORTING

School personnel have responsibilities in connection with injuries that occur on school grounds, during school sponsored events, or during field trips. These responsibilities include the following, but are not limited to:

- Administering first aid
- Getting medical assistance
- Notifying administration
- Notifying parents
- Filing report

In the event of a student head injury or an injury requiring more than minor first aid treatment, a staff member who witnessed the injury must complete a report by the end of the school day in which the injury occurred. The report must clearly and legibly state how the injury occurred, witnesses present, and other pertinent information. The staff member must sign and date the form. If a staff member did not witness the injury, the building administrator, or designee, will complete the report. Refer to policy JLCJ – Concussions and Head Injuries for reporting procedures for concussions.

A copy of the report must be given to the building administrator, and another copy must be given to the business administrator, by the end of the day that the injury occurred. The report must be reviewed by the building administrator and business administrator within one school day following the injury.

A log of all injuries will be maintained at every school. The building administrator will present an annual summary of injuries to the school board by August.

The policy on injuries and injury reporting is to be reviewed with all school staff members prior to the first day of school.

Legal References:

RSA 200, *Health and Sanitation*

NH Code of Administrative Rules, Section Ed. 306.12, *School Health Services*

NH Code of Administrative Rules, Section Ed. 311, *Food and Nutrition Services*

Adopted 2006

Revised 2014

