



## EBBA - PREVENTION OF DISEASE/INFECTION TRANSMISSION

Adequate and prompt accident reporting is essential if similar accidents are to be prevented. If there are injuries or property damage, prompt reporting is vital in assuring the district staff, students, and others of insurance coverage.

The Board requires therefore that an appropriate accident report be filed for accidents which occur on school property or for accidents which involve a district vehicle, student, volunteer, visitor, or staff member on a school-sponsored trip or on an authorized school business trip. Such reports are required whether or not there are any immediately evident injuries or damage to property.

The risk manager shall establish procedures for filing accident reports to assure reports include details that might be helpful in preventing similar accidents in the future, that are needed for filing insurance claims, or that might be important in case of litigation.

Adopted: February 1975

Revised: February 1982

Revised: January 1986

Revised: May 1988

Revised to conform with practice: May 22, 1995

Revised: May 13, 1996