



AP 2-210 – ACCIDENT REPORTS

Accident reports should be made as soon as practicable after an accident occurs. A report should be made, in writing in all cases, with accidents involving physical injury to a person on school premises. The principal or his designate should inform the division office if the accident is major.

STUDENT ACCIDENT REPORTS

The School Administrative Assistant must file the accident report online with the insurance broker, Western Financial Group. The accident report and confirmation must be printed and retained at the school. This report may be required by the student's parents/guardians to file a claim under the Universal Student Accident Coverage.

EMPLOYEE ACCIDENT REPORTS

AP 2-211 School Injury Report form is to be completed by the employee and forwarded as noted on the form.