

6681

Accident Prevention and Reporting

Policy 6681

Original Adoption: 04/25/1967

Effective Date: 11/25/2009

Revision Dates: 02/29/1972, 08/13/1985, 11/24/2009

Review Dates: 6/19/2013

I. PURPOSE

Injuries due to accidents are a primary cause of absenteeism for both students and staff. Absenteeism interferes significantly with the ability of the District to accomplish its primary goal of providing a complete and rigorous education to all of its students. It is therefore important that the schools, in addition to our community and families, do all in their power to prevent accidents and to maintain safe environments for our students, staff and visitors. Prompt reporting and correction of dangerous conditions and incidents that can or do result in injury is essential to maintain that safe environment. Through a sound program of safety education students learn to make wise choices when the possibility of injury to self or others exists. The purpose of this policy is to establish the district responsibility to prevent and report accidents or dangerous conditions, and to prepare students to make wise choices in the face of risks.

II. GENERAL STATEMENT OF POLICY

- A. All persons employed by the district are responsible for recognizing and reporting unsafe conditions that may contribute to accidents and injuries to students, staff and visiting members of the community and for reporting accidents that occur on district premises or while on district business.
- B. Staff should report unsafe conditions when found and restrict access to the hazard until the appropriate person arrives to manage the hazard.
- C. All staff shall follow the safety provisions of their building or facility emergency management plan to report accidents or unsafe conditions, and to prevent accidents when possible.
- D. District curriculum shall include safety education for students appropriate to the student's age. Preparing students to make wise choices does not imply avoidance of all risk activities, but does imply conscious consideration of the safety factors involved.
- E. Students should report unsafe conditions or accidents to a responsible adult as soon as possible after discovery.

III. RESPONSIBILITY

- A. The Superintendent is authorized to promulgate regulations to implement this policy.

- B. The Superintendent, or superintendent's designee, may establish standard accident or dangerous condition reporting forms for use by employees. Such forms, once established, shall be used unless an emergency situation exists where time does not allow their use when attempting to secure an accident site or prevent additional or further injury.
- C. Building principals or site administrators may establish standard accident or dangerous condition reporting forms in the event that the Superintendent does not create such forms.
- D. Building principals or site administrators shall report unsafe conditions in school buildings or on school grounds to the district Environmental Health and Safety Department.

Cross References:

MPS Policy 5685 (Environmental Health and Safety)

MPS Policy 6680 (Safety, Security and Emergency and Crisis Management)

MPS Policy 6682 (Emergency Health Care)