

<b>DOVER SCHOOL DISTRICT</b>	<b>POLICY CODE: EBBB</b>
<b>DATE OF ADOPTION: MAY 8, 2006</b>	<b>PAGE 1 OF 1</b>

## **ACCIDENT REPORTS**

In case of accident, the school nurse, athletic trainer, or appropriate or staff member, in conjunction with the school nurse, will complete an accident form as soon as possible following the accident..

The procedures for accidents and accident reporting are to be reviewed in September by the Principals, with the staffs of each school.

All accidents judged to be other than minor require an accident report to be filled out and filed with the Principal for signature within 24 hours of the report. The original accident report is filed in the Superintendent's office and a copy is filed in the health office.

If the incident is one involving the use of an Automated External Defibrillator (AED), the School Nurse, or staff member in conjunction with the school nurse, shall report all instances of the AED use with the New Hampshire Department of Safety. Incident Report Forms, are available on the New Hampshire Department of Safety web site, [www.state.nh.us/safety/ems/](http://www.state.nh.us/safety/ems/).

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Statutory/Regulatory/Policy Cross References:

AED Use - Incident Report Forms available on the New Hampshire Department of Safety web site, [www.state.nh.us/safety/ems/](http://www.state.nh.us/safety/ems/)