

**ACCIDENT REPORTS**

A. General Accident Reporting: An accident report shall be required whenever an accident occurs:

1. in a school,
2. on a school property; or
3. at any school-sponsored activity

which requires a student or employee to be:

1. out of class or absent from school,
2. necessitates the services of a health care provider (physician, advanced registered nurse practitioner, licensed physician's assistant, or dentist),
3. requires first aid; or
4. which might reasonably be anticipated to give cause to an insurance or liability claim or case for liability at a later date.

The School District employee who witnessed or first responded to the accident must fill out an accident form as soon as possible, but in no event more than 24 hours of the accident. The form shall be submitted to the building Principal and forwarded to the Superintendent. The building Principal, or in the Principal's absence the supervisor on duty at the time of the accident, shall assure that an accident form is completed in a timely manner.

B. Insurance Notification: For accidents which might lead to an insurance or liability claim, the Superintendent shall notify the District's liability carrier promptly.

C. Additional Reporting Required for Accidents Involving Death or Serious Injuries.

- a. Within eight (8) hours of any accident involving a death which occurs during the school day, or on school property, the building Principal or other supervisor on duty at the time, shall report the death to the Commissioner of the New Hampshire Department of Labor via telephone or email. This initial report shall state as fully as possible the cause of the death and the place where the body of the deceased person was sent.
- b. Within twenty-four (24) hours of any accident involving a serious injury which occurs during the school day, or on school property, the building Principal or other supervisor on duty at the time, shall report the serious injury to the Commissioner of the New Hampshire Department of Labor via telephone or email. This initial report shall state as fully as possible the cause of the death and the place where the injured person was sent for medical evaluation or treatment. For the purposes of this provision, "serious injury" means an incident that results in amputation, lost or fracture of any body part, head injury or internal injury that necessitates hospitalization.

D. Training: All staff shall receive annual training relative to accident and accident reporting protocols.

**ACCIDENT REPORTS  
(continued)**

**Legal References:**

RSA 200, Health and Sanitation

RSA 277:15-b, Reports of Death or Serious Injury

N.H. Code of Administrative Rules, Section Ed 306.12, School Health Services

N.H. Code of Administrative Rules, Section Ed 311, School Health Services

N.H. Dept. of Education Administrative Rule – Ed

References: EBBC-JLCE – First Aid and Emergency Medical Care - Student Accidents and  
Accident Report  
EBBB-F Injury Report

**Legal References:**

*RSA 200, Health and Sanitation*

*N.H. Code of Administrative Rules – Section Ed. 306.12(b)(1), School Health Services*

*N.H. Code of Administrative Rules, Section Ed. 311, School Health Services*

Proposed: 05/16/1994

NHSBA Reviewed: 4/04/14

Adopted: 06/27/1994

Revised: 03/20/2000

Adopted: 05/01/2006

Revised: 05/11/2009 (legal references only)

Proposed: 06/19/2023

Adopted: 08/28/2023