

**ACCIDENT REPORTS**

An accident report must be filed promptly with the school nurse and Central Administration Office in the event of an injury involving a student, school district employee or visitor to the school. Proof of loss statements and claim sheets, if needed, will be prepared for submission to the insurance companies.

Responsibility for filing the accident report involving a student is the joint responsibility of the student and teacher. In the event the injury involves an adult, said adult shall file the accident report.

LEGAL REFERENCE:

DATE OF ADOPTION: January 14, 1981

DATE OF REVIEW: December 19, 2005

DATE OF REVISION:

MAQUOKETA VALLEY COMMUNITY SCHOOL DISTRICT  
DELHI, IOWA 52223