

4024 (EBBB) Accident Report for Students, Employees, 4024 (EBBB) and Visitors

A. General Accident Reporting: An accident report shall be required whenever an accident occurs in a Milford School District school, on school grounds, or at any school-sponsored activity; and

1. which requires a student, employee, or visitor to:
 - i. be out of class or absent from school,
 - ii. seek the services of a healthcare provider (physician, advanced registered nurse practitioner, licensed physician's assistant, or dentist),
 - iii. require first aid, or
 - iv. reasonably be anticipated to give cause to an insurance or liability claim or case for liability at a later date.

The 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 after the accident. The form shall be submitted to the building principal and forwarded to the Superintendent or designee. The building principal or, in the principal's absence, the supervisor on duty at the time of the accident, shall ensure 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 or designee shall notify the District's Liability and/or Workers' Compensation carrier promptly.

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

1. Within eight (8) hours of any accident involving the death of an employee which occurs during the school day, or on school property, the Superintendent or designee 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.
2. Within twenty-four (24) hours of any accident involving a serious injury of an employee which occurs during the school day, or on school property, the Superintendent or designee 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 serious injury 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, loss, 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.

RSA 200	<u>Health and Sanitation</u>
RSA 277:15-b	<u>Reports of Death or Serious Injury</u>

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