

Millwood Public Schools 6724 Martin L. King Oklahoma City, OK 73111	Regulations: E-01-R6 Effective: 8/1/93
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STUDENT ACCIDENT REPORTING PROCEDURE

Student accident reports (forms will be submitted to the appropriate principal.) Principals will be responsible for reporting student injuries. The four copy Student Accident Report (form shall be submitted and filed in the following manner:

- A. The white and yellow copies shall be submitted immediately to the appropriate operation director:
- B. The pink copy shall be filed in the principals office; and
- C. The goldenrod copy shall be retained by the person filing the report.

Definition of a Reportable Student Accident:

A reportable student accident is an accident to pupils requiring medical attention or causing absence of the pupil from school for one-half day or more. Special attention is called to the need for reporting all accidents which happen to athletes either in practice sessions or in scheduled games. Report all accidents that have been brought to your attention that have occurred in the school building, on school grounds, to or from school, at home, and bus related accidents.