

**AUBURN SCHOOL DISTRICT  
ACCIDENT REPORTS**

In a case of injury, school personnel must fill out the school's accident form as soon as possible and/or no later than the conclusion of the school day.

The report must be given to the Principal/designee within 24 hours after the accident. All accidents brought to the attention of a physician and/or school nurse must be reported to the Superintendent's Office within 24 hours after the accident.

The procedures for accidents and accident reporting are to be reviewed in September by Administration and staff.

Adopted: April 11, 2000  
Revised: March 13, 2007  
Revised: November 10, 2008

**Legal Reference:**  
*NH Admin Rules*  
*Sec. Ed 306.12(b)(1)*