

Board Policy

PHYSICAL EDUCATION AND PLAYGROUND ACCIDENT REPORTS

Effective May 7, 1982 Wisconsin Law reads as follows:

"Within 30 days after its occurrence, every accident involving a pupil in a physical education class or during physical education or playground activities which results in the pupil's absence from school for 3 or more consecutive days shall be reported to the school board. The school board shall make an annual report to the state superintendent, who shall maintain records of the frequency and nature of such accidents."

PROCEDURES TO BE FOLLOWED

1. Teachers who are obligated by state statute to report accidents must report the accident to their principal on the proper form. The teacher's report must be made to the principal as soon as it is apparent that it is a reportable accident.
2. The principal, upon receipt of an accident report, will review the number of days missed by the student, the extent of the injury, and the circumstances leading to the accident. After completing his portion of the accident report form, the principal will forward the report to the district administrator's office.
3. The district administrator will review the accident report and will present the report to the board at their next monthly meeting, if the meeting date falls within the 30 day time limit for reporting. If the 30 day time limit will be past before a regular board meeting is to be held, copies of the accident report will be mailed to board members.
4. The district administrator will retain copies of all accident reports for the school year. They will be used to report to the State Superintendent.

STUDENT ACCIDENT REPORT FORM

Teacher

Name of Student _____ Age _____

Parent or Guardian _____

Date of Accident: _____ 19 _____

School days missed because of accident (List dates):

Indicate activity student was engaged in at time of accident
(Phy. Ed., Playground, Other) _____

Briefly describe the circumstances preceding the accident and
indicate extent of injury. _____

Report submitted to principal _____ 19 _____

Signature of Supervising Teacher

Principal

I have reviewed the following data from the teachers report:
(1) Days missed; (2) Extent of injury; (3) Circumstances leading
to the accident
and I find the teacher's report in order.

_____ 19 _____

Principal's Signature

Report received by District Administrator _____ 19 _____

District Administrator's Signature