SECTION: 500 PERSONNEL Reviewed: January 28, 2019

## **INJURY REPORTING**

All injuries (students, employees, and visitors) occurring on school property, on the bus, or at a school-sponsored activity must be reported promptly to the supervisor of the event at which the injury occurs.

Within 24 hours of the injury, a written "Injury Reporting Form" shall be completed and submitted to the administrative office.

Approved: February 26, 2007