

**STUDENT ACCIDENTS/INJURIES**

A student accident should be reported if the accident occurs on school property, on a school bus, or during a school-related activity.

All student accidents (grades Pre K-12) should be reported to the staff accountant at the Education Service Center Office within 48 hours of the accident excluding weekends/holidays. The staff accountant will forward the information to the proper authorities as needed.

All accidents will be reported on the Waterloo Community School District Incident/Injury Report form. If there is a notation on the Incident/Injury Report that the incident was a result of faulty equipment, the staff accountant will notify the appropriate department (i.e. maintenance).

Legal Ref.: Occupational Safety and Health Act, 1970  
Iowa Code § 613.17 (2013).

ADOPTED: 4/99/84  
2/26/90  
5/24/93  
9/5/02

Reviewed: 5/98, 9/5/02, 2/3/05, 6/9/14, 5/2/19