

ACCIDENT REPORTS

All accidents, regardless of seriousness, occurring in a classroom, on school property, on buses or any other vehicles owned or funded by the District, or during any school-related program, event, activity, function, or meeting, whether or not conducted on school property, must be reported to the school administration as promptly as possible.

The Building Principal and/or designee, the person in charge of the student when the accident occurred, and/or the person providing first aid shall complete an accident report form for each incident. Accident report forms shall be kept on file with each school secretary and/or school nurse. A copy of the accident report form shall also be sent to the designated Assistant Superintendent for that school as well as Student Health Services promptly after the incident. The Building Principal and/or designee shall notify parents, guardians, or persons in parental relation of all accidents. The accident report form can be found [here](#).

All employees must report work-related injuries immediately to the school's workers compensation designee/and or supervisor. The employee and/or the school's workers compensation designee/and or supervisor shall ensure all necessary forms are completed, no matter how slight the accident may appear at the time. The school's workers compensation designee is responsible for keeping a record of all injuries sustained by employees in the school building. All work-related injuries shall also be reported to the City of Yonkers Department of Human Resources. The Workers' Compensation Accident Form can be found [here](#).

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