

MASON SCHOOL DISTRICT
Policy EBBB: Accident Reports

Category: Recommended

A. General Accident Reporting: An accident report shall be required whenever an accident occurs:

1. in a school;
2. at any school-sponsored activity;
3. on a school playground; or

Which requires a student or employee to be:

- i. out of class or absent from school;
- ii. necessitate the services of a healthcare provider (physician, advanced registered nurse practitioner, licensed physician's assistant or dentist);
- iii. requires first aid; or
- iv. reasonably anticipated to give cause to an insurance or liability claim or case for liability at a later date.

The school district employee who witnessed or first responded to the accident must fill out an accident form as soon as possible, but in no event more than 24 hours after the accident. The form shall be submitted to the building Principal and forwarded to the Superintendent. The building Principal, or in the Principal's absence the supervisor on duty at the time of the accident, shall assure that an accident form is completed in a timely manner.

B. Insurance Notification: For accidents which might lead to an insurance or liability claim, the Superintendent shall notify the District's liability carrier promptly.

C. Additional Reporting Required for Accidents Involving Death or Serious Injuries.

1. Within eight (8) hours of any accident involving a death of an employee which occurs during the school day, or on school property, the building Principal or other supervisor on duty at the time, shall report the death to the Commissioner of the New Hampshire Department of Labor via telephone or email. This initial report shall state as fully as possible the cause of the death and the place where the body of the deceased person was sent.

2. Within twenty-four (24) hours of any accident involving a serious injury of an employee which occurs during the school day, or on school property, the building Principal or other supervisor on duty at the time, shall report the serious injury to the Commissioner of the New Hampshire Department of Labor via telephone or email. This initial report shall state as fully as possible the cause of the injury and the place where the injured person was sent for medical evaluation or treatment. For the purposes of this provision, "serious injury" means an incident that results in amputation, loss or fracture of any body part, head injury or internal injury that necessitates hospitalization.

D. Training: All staff shall receive annual training relative to accident and accident reporting protocols.

District Policy History:

First reading: October 26, 2013

Second reading/adopted: November 9, 2013

District revision history:

September 23, 2013

March 16, 2016

December 19, 2022

August 18, 2025

Legal References Disclaimer: *These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

NH Statutes

RSA 200

Description

[Health and Sanitation](#)

RSA 277:15-b

[Reports of Death or Serious Injury](#)

NH Dept of Ed Regulation

N.H. Code Admin. Rules Ed 306.11

Description

[School Health Services](#)

N.H. Code Admin. Rules Ed 311

[School Health Services](#)

NH Other Agency Regulation

NH Dept of Labor Lab 1403.04

Description

Accident Reporting Requirements for Fatalities and Serious Injuries

Cross References

Code	Description
EBB	School Safety
EBBC	Emergency Care and First Aid (identical to JLCE)
EBBC	Emergency Care and First Aid (identical to JLCE)
JLC	Student Health Services & School Nurses
JLCD	Administering Medication to Students
JLCD	Administering Medication to Students
JLCD	Administering Medication to Students
JLCD	Administering Medication to Students
JLCD	Administering Medication to Students
JLCE	Emergency Care And First Aid (dually coded with EBBC)
JLCEA	Use and Location of Automated External Defibrillators (tri-coded as GBGBA, JLCEA & KFD)
JLCJ	Concussions and Head Injuries
JLCJA	Emergency Plan for Sports Related Injuries and Additional Protocols for Athletics Participation