

ACCIDENT REPORTS

Following a major accident requiring hospitalization or treatment by a physician, the principal or supervisor will provide an initial incident report, via telephone, to the superintendent.

All accidents or injuries involving employees of the district shall be reported on the district's "Supervisors Accident Investigation Report" form and forwarded to the business office within twenty-four (24) hours. Procedures regarding medical care shall be in accordance with the district's Workers' Compensation Policy and Procedures.

Any employee injured while on duty shall report the injury immediately to their supervisor and complete the Workers' Compensation Insurance report at the business office within three (3) business days after its occurrence.

Adopted	01/12/82
Revised	05/24/88
Revised	01/11/94
Reviewed	11/01/98
Reviewed	09/28/15

LEGAL REFS: SDCL 62-7-10 (Notice to employer of injury—condition precedent to compensation.)