

REGULATION

MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: COB-RA, EBI-RA, EEA-RA, EIC-RA
Responsible Office: Chief Operating Officer
Financial Services

Reporting Student Accidents

I. PURPOSE

To define a reportable accident and establish responsibility for reporting an accident

II. DEFINITIONS

- A. A *critical injury* is an injury which may result in death, loss of limb, or a permanent impairment.
- B. A *reportable accident* includes any critical injury as described above; and any injury to the head, eye, neck, or spine; any bone or joint injury that results in swelling; any puncture wound, burn, or laceration that looks as though it may require sutures; ingestion of any drug, chemical, or foreign materials; or any animal bite.

III. PROCEDURES

A. Responsibility for Reporting an Accident

1. School Personnel are responsible for reporting any accident involving an MCPS student:

- a) Walking to or from School or on the School Grounds

The individual witnessing or receiving a first-hand report of an accident notifies the principal and completes MCPS Form 525-2: *Student Accident Report*. The completed form is submitted to the principal.

- b) At an MCPS Athletic Event

The sponsor or coach notifies the principal and completes and submits MCPS Form 525-2: *Student Accident Report* to the principal.

c) Participating in a School Program

The teacher notifies the principal and completes and submits MCPS Form 525-2: *Student Accident Report* to the principal. This applies not only to on-campus activities but also off-campus activities such as field trips, career programs, and club activities.

d) On an MCPS Bus

Accidents are reported in accordance with procedures outlined in MCPS Regulation EEA-RA: *Transportation of Students*, Item III.D. The principal completes MCPS Form 525-2: *Student Accident Report*.

2. The principal is responsible for:

a) Complying with procedures for reporting serious incidents, which include notifying the Office of School Performance.

b) Retaining a copy of all accident reports submitted.

c) Assuring that MCPS Form 525-2: *Student Accident Report* is completed in detail for each reportable accident (see Item II.A. above) and forwarded to the Employee and Retiree Service Center, Attention: Risk Management Specialist within two weeks of the accident.

3. The Office of School Performance is responsible for:

Reporting immediately to the Employee and Retiree Service Center any accident which may have any implication for employee or MCPS liability. (See MCPS Regulation EIB-RA: *General Liability Insurance*.)

B. Review of Accident Reports

The principal is responsible for reviewing reports of student accidents and implementing appropriate safety measures for accident prevention. (See *School Safety Committee, Safety Handbook*.)

Regulation History: Formerly Regulation No. 525-3, December 1, 1978; reviewed April, 1988; revised March 8, 2005.