

INCIDENT REPORTS

In case of an incident, the teacher to whom the student is assigned must fill out an incident form the day of any incident involving the student.

The procedures for incident reporting are to be reviewed in September by the principals, with the staffs of each school.

All incidents require an incident report to be filled out and filed with the principal within 24 hours of the incident. If the incident involves the services of a physician and/or is likely to result in an insurance claim, incident reports are to be prepared: one copy filed at the school nurses office, one at the SAU office and a copy will be filed with district insurance agent as appropriate. If the incident is not one involving a physician and is unlikely to be an insurance case, it will be sufficient to prepare one copy to be filed at the school.

Mrs. Judith Nason, Chairperson
Mrs. Priscilla Colbath
Mrs. J. Lisbeth Olimpio
Mrs. Vivian Macedo
Mr. Stephen Brown

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