

Sumter County School Board

Student Accident Procedure

1. Fill out Standard student accident report form completely.
2. Draw diagram of accident and attach to the student accident report.
3. Record names of all witnesses
4. Get statements from witnesses immediately, if accident requires any kind of medical treatment outside of the onsite clinic.
5. Send Accident report to risk manager at the county office immediately.
6. Risk Manager will collect investigation paperwork within 48 hours of accident.