

MERIDIAN SCHOOL DISTRICT INCIDENT REPORTING PROCEDURES

District administrative/supervisory personnel are responsible to see to it that an incident form is properly completed and submitted immediately to the district office (see Incident Report Form available in Employee Handbook). Incidents may involve damage to school property, damage caused by school personnel to the property of another, injuries that occur in conjunction with any school activity or program, auto or bus accidents, or other incident that could possibly result in loss to the district. Any job-related injury or illness is to be reported immediately to the employee's immediate supervisor. A separate Employee Accident Report form, available in the district office and in the Employee Handbook, is used for reporting such injury or illness.