



RED CLAY CONSOLIDATED SCHOOL DISTRICT

## ADMINISTRATIVE MEMORANDUM

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### STUDENT ACCIDENT REPORTING | 8001.8

In addition to entering student accident information in the daily log, the school nurse is expected to complete an accident report (bottom left click on daily visit) and forward to the District Office in the following circumstances:

1. The student was referred for medical evaluation, regardless of whether the parent/guardian followed through on the referral.
2. The student has missed more than half of the day due to the accident.

Once the completed accident report has been signed by the nurse and building principal, the original should be forwarded to District Office and a copy should be sent to the building principal.

Questions about the information contained in this administrative memorandum should be directed to Deputy Superintendent.