

STAFF ACCIDENT REPORT  
PUPIL ACCIDENT REPORT

Building administrators are responsible for the safety of pupils and employees working under their direction. The administrator shall investigate any injury to an employee or pupil which occurs during the workday or school day.

A Pupil Accident Report Form shall be completed for any reported incident and filed with the Office of Student Services within five (5) working days of the date of any injury.

Staff injuries will be reported within five (5) working days of any injury using the Workers' Compensation telephone system: (877) 234-0898; Waynesboro Public Schools' Member Number: 748.

Adopted: February 14, 1995 (*Formerly GBEBA*)  
Revised: February 14, 2017

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