

Grayling High School

Procedure for handling and following up on accidents:

It is of extreme importance to be prepared for the possibility of injuries during the year. In the event that a student injury occurs, all involved personnel should act promptly, efficiently and correctly in the handling of injured students. The following steps should be taken:

1. Notify the office. They will contact someone to administer appropriate first aid or call for an ambulance, if needed.
2. The office will notify the parents.
3. All student injuries, even those not requiring immediate attention, are to be reported to the building principal or assistant principal.
4. **Fill out, in detail, an accident report form** per Board of Education policy and turn into the office. Accident report forms can be obtained from the main office.