

[VISITOR ACCIDENT REPORT \(Click to Access\)](#) MUST BE COMPLETED BY A PREPARER AND APPROVED BY THE PRINCIPAL (OR Designee)

***Instructions:** the school is required to complete a **VISITOR ACCIDENT REPORT** for each visitor accident occurring on campus or during a school-sponsored event. This would include incidents (near misses) or accidents in which a visitor is injured. Once completed, you will submit to the Risk Management Department as soon as feasibly possible, or no later than 48 hours after the incident*