STUDENT ACCIDENT/INJURY REPORTS

- **The person in charge of the student's activities at the time an accident occurs is responsible for initiating the Accident/Injury Report and for completing the sections regarding the circumstances leading to the accident/injury. If a trainer at an athletic event evaluates the student athlete please have him/her complete report.**
- **The form must be completed within 24 hours of the incident.**
- **The form should then be given to the nurse, athletic director, or supervisor.**

Examples of incidents which may require an Accident/Injury Report include:
- Sprains or dislocations
- Head/neck injuries
- Fractures
- Lacerations requiring stitches
- Eye injuries
- Permanent tooth being dislodged/cracked/broken
- Any accident/injury you feel warrants one
- If student evaluated by health care   provider
- Any accident/injury in which the details may be considered to involve a question of
- Liability

How to complete the accident/injury report
- Record what you saw, what witnesses reported, what student reported. Include names of witnesses if needed. Please include only **facts**.
- When describing an accident include body part that was injured including right or left.
- If injury occurs during a **sporting event** please include an assessment of the injury
  - laceration,
  - swelling
  - bleeding
  - pain
  - dizziness/disorientation/ speech slurred/ not responding,
  - Include affect body part and location---right, left, upper, lower
- Include who you contacted-including name of trainer who may have done the evaluation.
- Outcome :
  - How did the student leave the court/field/ice.
  - Did he/she go home with a parent?
  - Were they transported to medical facility?   Which one?
- When complete put original in student health record (the nurse in your building is the person who will do this) and send a copy to Jen Seubert at the District Office.

You can get copies of Accident/Injury Reports from the Health Office in your building and on the district web site under ISD 200 staff forms (bottom of the page).

Student Accident/Injury Report
3/5/2020

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