

## GUIDELINES FOR WHEN TO COMPLETE A STUDENT ACCIDENT REPORT

- All student injuries when 911, Fire/EMS, or other outside medical assistance is called to the scene.
- All student injuries where the student is taken from school or a school event to a doctor or hospital either by school staff or a parent or guardian.
- Student injuries involving the head, neck or back, other than minor scrapes or bruises.
- Student injuries that occur in the shop (wood or metal), weight room, Physical Education class, and athletic events/practices, other than minor scrapes or bruises.
- Playground injuries, other than minor scrapes and bruises.
- Student injuries that involve burns from any source, or electrical shock.
- Student injuries involving exposure to, ingestion of, or contact with chemicals.
- Allergic reactions to bees, peanuts, latex, etc.
- An incident where injectable rescue medications (epi-pen, glucagon, etc.) are given.
- An uncontrolled asthma attack or any respiratory emergency.
- Student seizures, whether related to trauma or medical condition. (It is important to specify what action was taken by school personnel in dealing with the seizure.)
- Injuries that involve a defect in school equipment or facilities (actual or perceived).
- All drug-related incidents, whether overdose or reaction from prescription drugs or illegal substances.
- All student incidents involving loss of consciousness. (Students suffering from a loss of consciousness should be examined by a physician.)
- All student incidents where a student goes into shock.
- Student injuries involving entering, exiting, or while riding on a school bus, other than minor scrapes and bruises.
- All injuries or complaints involving significant privacy issues of students. (Call the Risk Cooperative at 360-750-7504.)

## THINGS TO REMEMBER FOR PROPER COMPLETION OF ACCIDENT/INCIDENT REPORTS

1. Use a Student Accident Report/Incident Report form if available.
2. Write legibly. Complete all information.
3. Report all information that you have at the time; someone else may need to complete the report more fully later; please include student's date of birth.
4. If you did not observe the incident yourself, say how you found out about it.
5. Report **just the facts** – no opinions; do not comment on fault.
6. In the injury description, do not give a medical diagnosis (unless you are a trained medical professional); if an injury is suspected, state what you know about any injuries.
7. Be as specific as you can as to exactly where the accident/incident occurred (location and equipment involved).
8. List all persons involved including their names, phone numbers, and addresses (if known), and how they are related to the accident/incident (i.e. bus driver, other driver, witness).
9. List all responding authorities (fire, police, ambulance, etc.); if possible get officers' names.
10. Detail what action has been taken (i.e. – where the vehicle was towed to and by whom, what equipment was taken out of service, the hospitals students were sent to, etc.).
11. If an incident form is not available or does not request relevant information that you have, complete a report on a separate sheet, answering who, what, when, where, why and how the incident happened.
12. Complete within 24 hours of the incident. Include follow up comments on student status. Person completing it should sign the report.

\* *Call the Risk Cooperative at (360) 750-7504 with any questions*