

INSTRUCTIONS

Please read carefully. Answer every question on form

General Information

1., 2., 3., 4., 5., 6. Student information

Injury Information

7. Date of Accident -List date, day of week and exact time of day.
8. Type of Injury, such as burn, fracture, abrasion, etc. If multiple injuries, list each.
9. Part of Body Injured—Be specific. If more than one part of body, list each part-
10. Degree of Injury—Check one box
11. Days Lost—The number of days the student was absent from school and/or from non-school activities (if known at this time).
12. What caused the injury? Identify the event which resulted in the injury.

Accident Information

13. Exact Location of Accident—Examples: Second floor corridor near room 210, girls' gymnasium, sidewalk at northeast corner of 12th and Locust, etc.
14. Where Accident Occurred –Check appropriate boxes.
15. Activity of Injured Person. Example: Conducting a science experiment, playing second base in a baseball game, etc.
16. Supervision—Check Yes or No. If yes, state the supervisor's name and title.
17. Object That Caused or Contributed to Accident—Equipment, substance, etc. Examples: glass test tube, motorcycle, ground surface, other person, etc.
18. Unsafe Act. Any act on the part of the person or persons involved which may have caused or contributed to the accident.
19. Unsafe Conditions. Unsafe mechanical or physical conditions such as deep ruts in play area, ice on sidewalk, etc.
20. Unsafe Personal Factor—Bodily defects such as defective hearing; or lack of knowledge, skill or experience.
21. Corrective Action Take or Recommended by Principal. Indicate what action was taken and/or what further action is recommended.
22. Property Damage and Cost—Estimate in dollars the amount of damage, if any, to school property and/or other property as a result of the accident.
23. Description—Give a word picture of the accident, explaining who, what, where, when, why and how of the accident. Include as much information as possible. Use an additional sheet of paper if necessary.

Signature Section

24. Report Prepared by—Print name and title of person who prepared this report along with his/her signature.
25. Date of Report. Date report was completed.
26. Principal's Signature.