

INCIDENT/ACCIDENT REPORT FORM

THIS FORM DOES **NOT** COMPLY WITH RCW 4.96.020 FOR THE FILING OF A CLAIM FOR DAMAGES

Do not use this form to report employee on-the-job injuries. Contact HR/Payroll for the STAFF Accident/Investigation Report form.

FORM INSTRUCTIONS: This form should be completed by **DISTRICT PERSONNEL ONLY**. Do not allow student or parents/injured party to complete. Remember to report all District property theft and vandalism claims to law enforcement also.

DISTRICT: Eastmont	SCHOOL:	FORM COMPLETED BY:	PHONE #
STAFF PERSON WHO KNOWS ABOUT INCIDENT:		<input type="checkbox"/> INJURY <input type="checkbox"/> VEHICLE <input type="checkbox"/> NON-VEHICLE PROPERTY DAMAGE/LOSS	
DATE OF INCIDENT:	AGENCY CALLED TO SCENE?: ambulance, police, fire	TIME OF INCIDENT:	AM <input type="radio"/> PM <input type="radio"/>
LOCATION: <input type="checkbox"/> CLASSROOM <input type="checkbox"/> PLAYGROUND <input type="checkbox"/> GYM <input type="checkbox"/> LABORATORY <input type="checkbox"/> SHOP <input type="checkbox"/> OFF-PREMISES <input type="checkbox"/> OTHER, SPECIFY:			
BRIEF DESCRIPTION OF INCIDENT/ACCIDENT/DAMAGE:			
WITNESS(ES)			PHONE #
			PHONE #

STUDENT INJURIES (complete separate form for each injured individual)

STUDENT NAME			PARENT NOTIFIED		
LAST NAME	FIRST NAME	MIDDLE INITIAL	Circle One: No Yes -HOW?		
ADDRESS		CITY	GENDER	AGE	GRADE
NAME OF PARENT/GUARDIAN				HOME PH	
ADDRESS OF PARENT (if different than student)				WORK PH	
PART OF BODY INJURED		TYPE OF INJURY (e.g., cut, burn)		CELL PH	
EXTENT OF INJURY (e.g., minor, major/severe)			NO. OF SCHOOL DAYS LOST		
NAME OF PERSON IN CHARGE AT TIME OF ACCIDENT			TITLE	PHONE #	
ACTION TAKEN / BY WHOM / WHEN			PRESENT AT SCENE? <input type="radio"/> Yes <input type="radio"/> No		
<input type="checkbox"/> SENT TO HEALTH ROOM <input type="checkbox"/> SENT HOME <input type="checkbox"/> 911 CALLED <input type="checkbox"/> SENT TO HOSPITAL / DOCTOR			IF STUDENT, Has ACCIDENT INS? <input type="radio"/> Yes <input type="radio"/> No		

NON-VEHICLE PROPERTY DAMAGE / LOSS

PROPERTY DESCRIPTION / DAMAGE	
OWNER	EST. LOSS \$
ADDRESS	PHONE
DIST. EMPLOYEE <input type="radio"/> Yes <input type="radio"/> No	

DAMAGE TO DISTRICT VEHICLE

DISTRICT VEHICLE (attach state accident report if available)		YR _____	MAKE _____	MODEL _____
<input type="checkbox"/> BUS <input type="checkbox"/> CAR/TRUCK/VAN <input type="checkbox"/> OTHER		LIC # _____	VIN # _____	
DRIVER NAME	HOME PHONE	WORK PHONE		
DESCRIBE DAMAGE			EST. LOSS \$	
CITATION / VIOLATION <input type="checkbox"/>	DISTRICT DRIVER	OTHER DRIVER <input type="checkbox"/>		
OTHER VEHICLE	YR	MAKE	MODEL	VIN #
DRIVER NAME / ADDRESS			PHONE	
OWNER NAME / ADDRESS			PHONE	
DESCRIBE DAMAGE				
OTHER VEHICLE INSURANCE CO.			POLICY #	
INSURANCE AGENT / ADDRESS			PHONE #	

Copy to: _____ Student Health File	Copy to: _____ Principal/Supervisor	Original to: _____ Admin Office/Supt Secretary
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When to Complete a Student Incident/Accident Report

- 1) When 911 is called or EMT/other outside medical assistance is called to the scene.
- 2) When the student is taken from school or a school event to a physician or hospital either by the school or a parent or guardian.
- 3) All student injuries:
 - Involving the head, neck or back, other than minor scrapes or bruises.
 - Involving burns from any source, or electrical shock.
 - Involving exposure to, ingestion of, or contact with chemicals.
 - Involving 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.)
 - Involving loss of consciousness. (Students suffering from a loss of consciousness should be examined by a physician.)
 - When a student goes into shock.
- 4) All drug-related incidents involving overdose or reaction from prescription drugs/illegal substances.
- 5) Student injuries involving entering, exiting, or while riding on a school bus.
- 6) All injuries involving significant privacy issues of students.

Instructions on How to Complete an Incident/Accident Report

Proper documentation of an incident is the first step in claims management. Often employees are unaware of the importance of the Incident/Accident Report in the entire process. The following guidelines were developed to help staff complete an Incident/Accident Report:

NEVER promise an injured party compensation or coverage, or accept liability for an event. Liability and coverage issues may only be determined by the WSRMP Claims Department. Laws are complex and coverage determination requires extensive knowledge of the District's Coverage Agreement. Promising someone that your insurance company will cover an event may leave you and the District liable for reimbursement when the district may not be responsible or have coverage.

How to complete an Incident/Accident Report:

1. **Complete an Incident Report anytime a student is injured or an incident occurs that may result in a claim being filed. Even small incidents are important to document.** Many times the reviewing of Incident Reports can alert staff to implement changes before a serious injury or event can occur. A second important reason for documenting incidents is to prevent the loss of important facts relating to the incident, if later the event evolves into something larger than first expected.
2. **It is important that the form be completed as soon after the incident as possible while details are still fresh.**
3. **NEVER let a student, parent, or visitor complete the Incident Report form.** The Incident Report form is for District documentation and only District staff should complete the paperwork, addressing all pertinent facts. If the person completing the Incident Report did not witness the event, state that on the form, and note who relayed the information to the report writer and when. Always try and get the full names of witnesses to the incident or others who were involved.
4. **Be professional and thorough when completing an Incident Report form.** Incident Report forms may become legal documents in a court of law or reviewed by administration, legal counsel, and possibly the public. Incident Reports are for documenting facts only. How an incident occurred is usually determined by an investigation.