

INSTRUCTIONS FOR COMPLETING THE REPORT OF STUDENT INJURY / ACCIDENT

AN INVESTIGATION OF STUDENT INJURY / ACCIDENT REPORT MUST BE COMPLETED WHEN:

- The school administrator or designee must complete this form in its entirety as soon as possible, but no later than **24 hours** following an event or you having knowledge that an injury/accident has occurred.
- An injury requires medical treatment or will take the student out of school as a result of the injury.
- An ambulance is called, regardless of whether or not the student is actually transported.
- A parent or guardian notifies the school that they have taken their child to a doctor because of an injury received while at school.
- An injury experienced while on a field trip that requires first aid or professional medical attention.
- Instances that involve a parent/guardian being notified that their student was injured at school.

For Transportation- Any injury that occurs on a school bus during routine transportation activities. Such incidents will be documented and reported by Transportation Services in accordance with their student injury reporting procedures and with the assistance of the school administrator if necessary.

ALL SECTIONS SHOULD BE COMPLETED IN THEIR ENTIRETY AS FOLLOWS:

- **STUDENT INFORMATION:**
 - All fields in this section must be accurately completed with the injured student's information.
- **ACCIDENT INFORMATION:**
 - All fields and appropriate boxes in this section must be accurately completed with the requested information regarding the incident for the following:
 - Date and time the students' injury/accident occurred, including the date the injury was first reported.
 - General location where the student injury/accident is reported to have occurred.
 - Specific location where the student injury/accident is reported to have occurred.
 - Reported body part(s) injured as a result of the student injury/accident
 - Type of injury sustained by the student as a result of the injury/accident.

Once all sections are complete, the administrator or designee completing the form must print and sign their name, followed by the date the form was completed. The original Report of Student Injury/Accident shall be maintained at the school and copies of the completed report shall be distributed to the following: (1) Student's parent/guardian (2) District Office and (3) Risk Management.

Save original at school and forward copies (1) District Office (2) Risk Management

Retain original at school for seven (7) years and forward a copy to the Risk Management Office via fax or email:
Fax No.: District extension 4-2039 or (813) 794-2039
Email: riskmanagement@pasco.k12.fl.us