



WHEN A STUDENT IS INJURED

it is important for a variety of reasons to make sure we have good documentation of the incident. These incident reports can be helpful in the event of a claim. They can also be a good tool to help you identify trends of where incidents are occurring and might shine some light on areas to focus on to prevent them from occurring. Below are some guidelines for when you should complete a student incident report.

- All student injuries where 911, EMT 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 physician or hospital either by school staff, EMS or a parent/guardian.
- Student injuries involving the eyes, head, neck or back, other than minor scrapes or bruises.
- Student injuries that occur in the shop (wood, metal, auto), weight room, P.E. classes and athletic events, other than minor scrapes or bruises.
- Playground injuries, other than minor scrapes or bruises.
- Injuries that involve a trip or fall on school premises or from other school equipment, except those that result in minor scrapes or bruises.
- Student injuries that involve burns or electric shock from any source.
- Student injuries involving exposure to, ingestion of, or contact with chemicals.
- 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.)
- All drug-related incidents, whether overdose or reaction from prescription drugs or illegal substances.
- All student incidents that result in loss of consciousness.
- 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.
- When restraint or seclusion incident falls under obligations to report under ORS 339.294.

KEEP IN MIND:

Incident reports must be completed with known facts only, no supposition or personal commentary.

To view a sample Student Incident Report, go to:

<http://pace.osba.org/Resources/Articles/Safety/IncidentReporting.aspx>