

Student Injury Accident Report  
Supervisor/Administrator Statement

NAME OF STUDENT: \_\_\_\_\_ Grade \_\_\_\_\_ ID# \_\_\_\_\_

School: \_\_\_\_\_ Location of Incident \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Time Dismissed from Incident: \_\_\_\_\_

Was Student Sent to Nurse: \_\_\_\_\_ Date Incident Reported to Office: \_\_\_\_\_

Description of Incident/Injury: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Physical Education? \_\_\_\_\_ Intramurals? \_\_\_\_\_ Other? \_\_\_\_\_

Interscholastic? \_\_\_\_\_ If Yes, list sport \_\_\_\_\_

When Nurse is Unavailable:

Was Medical Treatment Needed? \_\_\_\_\_

Teachers, Coaches OR Supervisors	1. Did you inform parents of the incident?	Yes _____	No _____
	2. Did you Stay with the student/athlete until a parent picked up him/her?	Yes _____	No _____
	3. Did you follow up on the student/athlete, such as a visit at hospital and/or call?	Yes _____	No _____
	4. Was the student taken to the hospital?	Yes _____	No _____

Teacher, Supervisor or Witness to incident? \_\_\_\_\_

Signature: \_\_\_\_\_

\* Provide Photos when applicable for reference.

\*\* Fill out the entire form. Make a copy. Keep one copy and give the nurse the original. The report should be completed with as much detail as possible and given to the Nurse before you leave for the day. If a student does not report the injury to you, but then does report to the school nurse or a doctor, follow up with a written report as soon as you are made aware of the injury. Nurse should provide a faxed copy of this report, and nurse report to Jennifer Smith in fiscal services for insurance purposes 860-355-4966.