

**Incident/Accident Report**

**Individual:** Student\_\_\_ Visitor\_\_\_

**Date & Place of Accident**

⇒ School or Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_ ⇒ Specific Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time:\_\_\_\_\_ Reporting Employee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Injured Person**

⇒Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Grade:\_\_\_\_\_\_\_Age:\_\_\_\_\_\_\_Sex:\_\_\_\_\_\_\_ ⇒Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_⇒Parent/Legal Guardian Name(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

⇒ Phone Number(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe fully how accident happened (include persons involved, cause of incident and staff response).

|  |
| --- |

Attended by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Officials called on scene: Police\_\_\_EMS\_\_\_Fire\_\_\_N/A\_\_\_

Was the equipment and/or environment unsafe? YES\_\_\_NO\_\_\_ If yes, please explain.

**Notification**

⇒ Was parent/guardian notified? YES\_\_\_NO\_\_\_ If NO, why?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

⇒ Name of parent/guardian notified\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time of notification:\_\_\_\_\_\_\_\_\_\_

⇒ Name of staff member who notified parent\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Witnesses**

Name Address Phone #

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |

**Signature of Principal/Dept. Mgr:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Created By: S.Miller**

**10-20-2021**