



Accident Report Form

An **Accident Report** is made when there is a minor injury that requires first aid but not professional medical care. Examples of these could include:

- Scratch: The skin is broken, area bleeding and requires first aid such as Neosporin, hydrogen peroxide etc.
- Bruise: The bruise requires an ice pack to reduce swelling and pain.
- Cut: The skin is broken through the outside layer of skin and requires bleeding control, first aid such as Neosporin, hydrogen peroxide and bandage etc.
- Bite: If the bite breaks the skin

Process for Reporting

- Call the department secretary immediately if possible or before the end of the shift. If the department secretary is not available, call the administration office.
- The department secretary takes a report.
- Accident reports will go to human resource and tracked through the safety committee.
- Supervisory/designee follow-up if needed.

The Accident Form must be filed with HR within 24 hours of the accident.

Workers name _____ Date of injury _____

Department _____

Position _____

Location of accident (school/central office/other) _____

Part of body injured _____

Did the injury require first aid? Yes ___ No ___

Did the injury result in an 801? Yes ___ No ___

Describe the events and/or student behavior that led to the accident happening.

Supervisor describe follow up if any

Date/time report was taken _____

Report filed with HR (circle one) Yes No