

FRANKLIN COUNTY TECHNICAL SCHOOL



Initial Report of: Incident without injury Illness Accident/Injury

Part One: To be completed by the Attending Teacher/Staff Person

Name of Injured/Ill Student _____ Age _____ Grade _____

Address of Injured/Ill Student _____ Home Phone No. _____

Date of Accident/Injury _____ Time of Day _____ a.m. or p.m.

Location _____

Name of supervising teacher/staff _____

When was teacher in charge of activity first informed of the accident/injury? Date _____ Time _____

Activity of Injured/Ill Person _____

Describe the injury/illness (ie. laceration, bruise, fainting, vomiting, etc.) _____

Did a machine, tool or object cause the injury? Yes / No Describe _____

Was safety equipment provided? Yes / No Describe _____

Was it in use at the time of the incident? Yes / No

Was injury caused by failure to use safety equipment? Yes / No

Was injury caused by failure to observe safety rules? Yes / No

Describe apparent cause of the incident _____

Witnesses: _____

Was first aid administered at scene? Yes / No Describe _____

Was the school nurse notified? Yes / No When? _____

If School Nurse was not notified:

Was Parent or Guardian Notified: Yes / No When _____

The injured/ill person: _____ Remained in school or at activity.

_____ Taken to the ER by: _____

_____ Name of Hospital _____

General Remarks _____

Signature of Attending Teacher/Staff _____ Date Completed _____

Part Two: To be completed by the School Nurse

Description of injury _____

First Aid Given _____

Recommendations _____

Parent or Guardian Notified: Yes / No Time _____

Disposition: _____ Remained in school.

_____ Taken home by: _____

_____ Taken to Physician by: _____

_____ Taken to Emergency Room by: _____

Nurse's Signature _____ Date _____

The student has the following Health Insurance: _____

Part Three: Administration

Principal's Signature _____ Date _____

ACCIDENT/INCIDENT RESPONSE FORM

1. Describe in detail the accident/incident (including names of those involved).
2. Describe any action taken to address the accident/incident with your students.
3. Describe measures taken to avoid further accidents/incidents of this nature.