

ACCIDENT REPORT
PHILOMATH SCHOOL DISTRICT 17J

DATE: _____

BUILDING: _____

AGE: (Students Only) _____

SEX: _____

Check this box if a concussion is possible or suspected

1. Injured party should be removed from activity and assessed by a health care professional.

2. Completed Concussion Clearance form is required, with a health care provider's signature and appropriate administrator's signature, before the student may resume sports or other physical activities, including P.E.

Check this box if there is No concern at this time – initials _____

NAME OF INJURED _____

HOME ADDRESS: _____ PHONE: _____

DESCRIBE INJURY, AND HOW IT OCCURRED: _____

TIME OF ACCIDENT: _____ WHERE _____

WHAT FIRST AID WAS ADMINISTERED, IF ANY? _____

AFTER TREATMENT WHAT PROCEDURE WAS TAKEN?

PARENT CONTACTED _____

PICKED UP BY AMBULANCE _____

KEPT AT SCHOOL _____

PICKED UP BY PARENT _____

CALLED DR'S OFFICE _____

PICKED UP BY ALTERNATE _____

DELIVERED DR'S OFFICE BY STAFF MEM _____

WHO AUTHORIZED THE ABOVE? _____

IF TAKEN TO HOSPITAL, WHICH ONE? _____

NAME OF PHYSICIAN (if applicable): _____

ADDRESS OF PHYSICIAN (if applicable): _____

PHONE # OF PHYSICIAN (if applicable): _____

DID SUPERVISOR-EMPLOYEE WITNESS THE ACCIDENT? _____ IF NOT, WHERE WAS EMPLOYEE OR SUPERVISOR WHEN ACCIDENT OCCURRED? _____

NAME AND ADDRESS OF TWO WITNESSES:

Name _____ Address _____

Name _____ Address _____

GIVE YOUR OPINION AS TO THE CAUSE OF THE ACCIDENT: CARELESSNESS? _____

(Use back side for additional remarks and information)

Employee Completing the Form –or– Signature & Title of Supervisor

Principal's Signature

Supervisor/Employee: Keep one copy for your records, send original to the Building Principal.

- Building Admin Assistant will send the original to the Superintendent's office, with the Principal's signature.
- If a head injury, Building Admin Assistant will also send a copy to the School Nurse.

Athletic Injuries: Turn form in to Athletics Admin Assistant.

- Athletics Admin Assistant will send original to Superintendent's office, with the Principal's signature.
- If a head injury, Athletics Admin Assistant will also send a copy to the School Nurse.