



# Philomath School District 17J

Benton County School District No. 17J  
1620 Applegate Street Philomath OR 97370 (541) 929-3169

## Student Involved Injury Report

### Instructions:

Complete this form as soon as possible after an incident where you have sustained an injury from a student. Once completed, submit this report to **School Administration, Human Resources**, and the **Student Services Office** for proper documentation and follow-up. Please provide as much detail as possible.

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### 1. Staff Information

- **Full Name:** \_\_\_\_\_
- **Position/Title:** \_\_\_\_\_
- **School/Location:** \_\_\_\_\_
- **Date of Report:** \_\_\_\_\_

### 2. Incident Information

- **Date of Incident:** \_\_\_\_\_
- **Time of Incident:** \_\_\_\_\_ AM / PM
- **Location of Incident:** \_\_\_\_\_

### 3. Student Involved

- **Student Name:** \_\_\_\_\_
- **Grade/Program:** \_\_\_\_\_

### 4. Description of the Incident

- **Type of Injury** (Check all that apply):
  - Biting
  - Kicking
  - Hitting
  - Pushing
  - Scratching
  - Other (Please specify): \_\_\_\_\_
- **Brief Description of the Incident:**

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(Include what led up to the incident, what occurred, and any interventions that were attempted.)

- **Was medical attention required?**  
 Yes - Please complete the **SAIF 801 Form**)  
 No  
If **Yes**, describe the medical treatment:

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### 5. Witnesses

- **Were there any witnesses?**  
 Yes  No  
If **Yes**, please list the names and roles of any witnesses:

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### 6. Follow-Up

- **Were parents/guardians notified?**  
 Yes  No  
If **Yes**, by whom and when:

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- **Was the student removed from the classroom/area?**  
 Yes  No  
If **Yes**, where was the student taken?

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- **Any additional follow-up required?**  
 Yes  No  
If **Yes**, describe:

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### 7. Signature

- **Staff Member Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_
- **Administrator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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Please ensure this completed report is submitted to the following offices:

- **School Administration**
- **Human Resources: Megan.Caputo@philomath.k12.or.us**
- **Student Services Office: Heather.Stueve@philomath.k12.or.us**