

A Student Injury Report should be generated for a student-involved accident or injury that occurs while on school premises or traveling to and from school under the following circumstances:

1. Injuries that may require medical care.
2. Injuries resulting from fights or physical contact with other individuals.
3. Injuries resulting from defective equipment or unsafe conditions.
4. Injuries associated with a known medical condition.
5. Specific injuries commonly requiring completion of a written report include:
 - Sprains
 - Significant skin discolorations (such as bruising or unusual redness)
 - Swelling of injured area
 - Fractures
 - Eye injuries
 - Permanent tooth loosened or lost
 - Lacerations requiring stitches
 - Burns resulting in a blister or 3rd degree burn
 - Severe head injuries
 - Nose injuries with swelling
 - Loss of consciousness resulting from injury

A Student Injury Report should be completed by the person who is supervising the student when the accident occurs. An injury report may also be initiated by the person doing initial first aid.

A Student Injury Report should be completed when the student's accident/injury could expose the district to liability. Insure that the principal or designee is notified.

No copies of the Student Injury Report shall be distributed to anyone other than district personnel. For legal reasons, do not mention the Student Injury Report in the health record.

A parent/guardian requesting a copy of a Student Injury Report must go through Stephen Bayne at the District Office. Copies are **not to be given out** by the health office or the school site.

Keep your copies of Student Injury Reports together in a designated file in the health office. Fax a copy of the report to Stephen Bayne at the District Office (x5019) or email a copy to RiskManagement@iusd.org. **If** the injury may have been caused by faulty indoor or outdoor equipment, fax a copy of the report to Don Grudem at Maintenance and Operations (x5309).