

GUIDELINES FOR COMPLETING INJURY REPORT

1. An Injury Report will be completed following the district guidelines.
2. Injury Reports will be done digitally.
 - a. A copy will be saved to the Health Room Assistant's Server.
 - b. A copy will be given to the school secretary who will get Principal's Signature **IF** it needs to be sent to the Finance Department.
3. Specific directions for bumps or blows to the head.
 - a. All bumps appearing to be minor (with or without a visible mark)
 1. Complete the half sheet "head bump parent/guardian/teacher/bus driver" form. Make complete documentation in daily log of injury and notify parent via phone call.
 2. A parent/guardian contact will be made.
 - b. All bumps requiring medical evaluation, or those where medical evaluation is strongly suggested.
 1. Injury Report must be completed manually or digitally and saved to the Health Room Assistant's server.
 2. A parent/guardian contact will be made.
 3. A copy will be given to the school secretary who will get Principal's Signature and submit to the Finance Department.
 4. Refer any Citizen or Staff Incident or Injury to Principal/Secretary and follow their direction.
 - If an accident/injury occurs to a non- staff adult/child (volunteer, parent/guardian visitor/grandparent/sibling, etc) complete the same Injury Report we use for students and IMMEDIATELY refer to administrator.
 - If an accident/injury occurs to a staff person, get the L&I packet from the secretary and assist the staff as needed.