

SECTION 7.02 – INJURY REPORTS

Contact: Risk & Compliance Services @ Extension 4153

A. Overview

An [Injury Report](#) form is to be completed digitally or in ink by **district personnel only** any time a student or person (other than an employee) is injured on Everett Public Schools property. Do not allow students or parents/injured party to complete the form. Forms should be completed by the supervising staff member (witness or first staff member in contact with the incident). In the event you are completing the report and did not witness the incident, you may attach a statement to the report (i.e. statement submitted through email) from the staff member who witnessed the event.

Complete and *email* a copy of the signed form to Risk & Compliance Services at InjuryReports@everettsd.org, *within 24 hours of the incident*. The **original signed form** should be retained in the main office. If an incident occurs that is critical in nature, please call the phone number listed at the top of the form and report the incident verbally in addition to submitting the form. Describe the incident in sufficient detail to illustrate the conditions that existed at the time of the incident.

Forms completed digitally still require an ink signature from the building administrator prior to forwarding to Risk & Compliance Services.

NOTE: Do not use this form to report employee (on the job) injuries. Please contact human resources for employee related injuries.

B. Guidelines

Following are guidelines to assist you in determining when to complete an [Injury Report form](#). **Be consistent in your reporting. If in doubt, fill one out.**

- All student injuries where **911, EMT, or other outside medical assistance** is called to the scene.
- All student injuries where the student is taken from school or a school event to a **physician or hospital** either by the school or by a parent or guardian.
- Student injuries involving the **head, neck, or back**, other than minor scrapes or bruises.

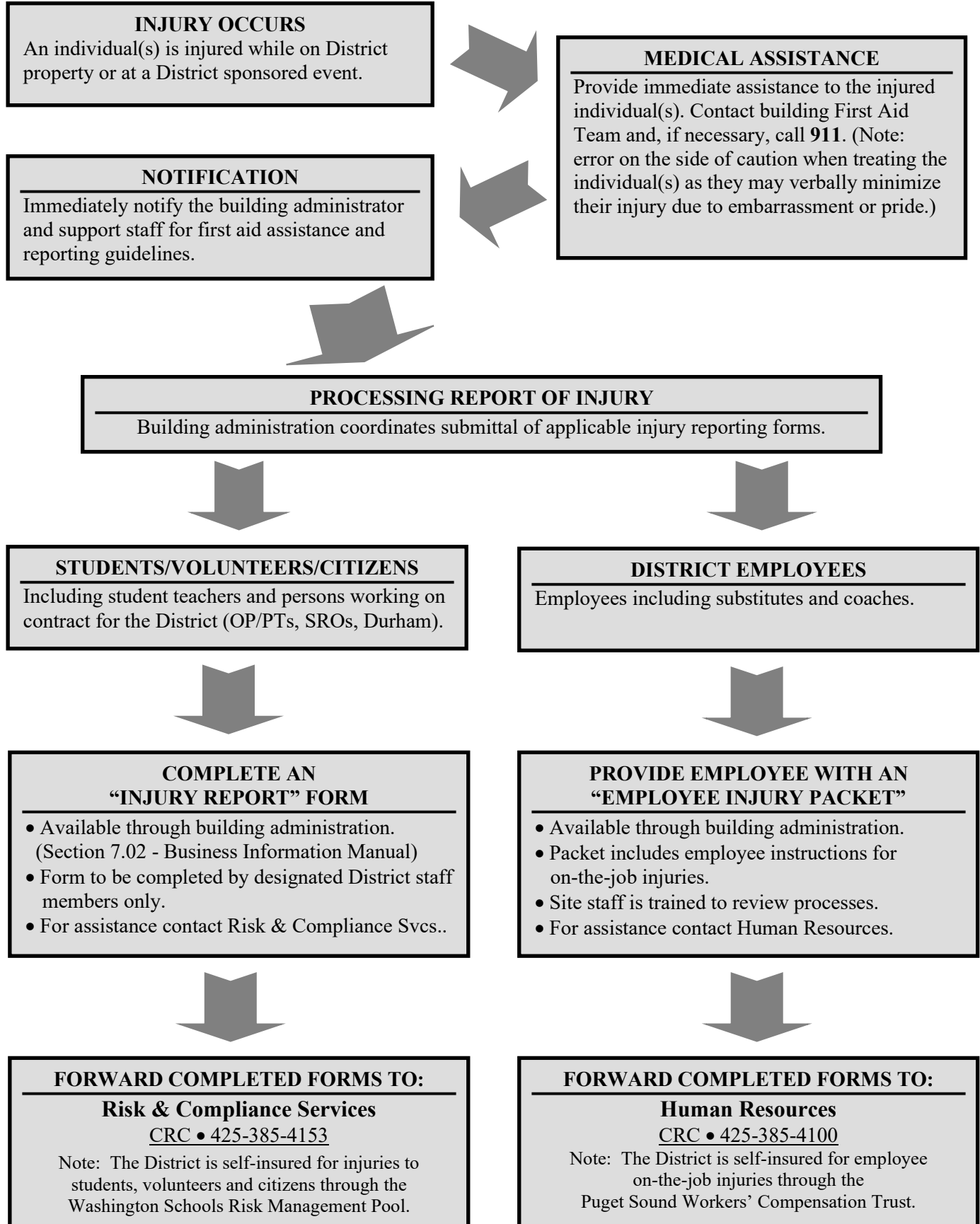
NOTE: Examples of when to complete a form may include any time a student is experiencing symptoms of a concussion as listed on the EPS & CDC Concussion Signs & Symptoms Observation Form; any injury when the RN recommends student be seen/followed up by a medical provider; any injury involving the eye; and/or any injury that requires more than basic first aid to address. Examples that may not require reporting include a scrape to the cheek from a zipper; when the RN assesses injury and releases student before the 20 minute observation has been completed; and when a head bump has occurred and the student does NOT experience symptoms of a concussion as listed on the EPS & CDC Concussion Signs & Symptoms Observation Form. If in doubt, fill one out.

- Student injuries that occur in the **shop (wood or metal), weight room, physical education class, and athletic events**, other than minor scrapes or bruises that only require basic first aid to address.

- **Playground injuries**, other than minor scrapes or bruises that only require basic first aid to address.
- Injuries that involve a **defect in playground equipment, or other school equipment, or in school facilities** (actual or perceived).
- Student injuries that involve **burns** from any source, or **electrical shock**.
- Student injuries involving exposure to, ingestion of, or contact with **chemicals**.
- Student **seizures**, whether related to trauma or medical condition.
NOTE: It is important to specify what action was taken by school personnel in dealing with the seizure. Each occurrence needs to be reported, even if the student has a health plan.
- All **drug-related incidents**, whether overdose or reaction from prescription drugs or illegal substances.
- All student incidents involving **loss of consciousness**. (Students suffering from a loss of consciousness should be examined by a physician.)
- All student incidents where a student goes into **shock**.
- Student injuries involving entering, exiting, or while riding on a **school bus**, other than minor scrapes or bruises that only require basic first aid to address.
- All injuries or complaints involving **significant privacy issues** of student.
- All student exposure to bloodborne pathogens should submit an injury report and refer to the [Student Exposure Incident Procedure](#).

INJURY REPORTING FLOWCHART

EVERETT PUBLIC SCHOOLS





STUDENT EXPOSURE INCIDENT PROCEDURE

FOLLOW THIS PROCEDURE WHEN A STUDENT HAS BEEN EXPOSED TO ANOTHER STUDENT'S BLOOD OR OTHER POTENTIALLY INFECTIOUS BODY FLUIDS BY DIRECT CONTACT TO THE STUDENT'S EYES, MOUTH, MUCOUS MEMBRANES OR BREAKS THE SKIN.

1. Provide immediate first aid to the students involved:
 - a. Wash affected area well with antibacterial soap and warm water;
 - b. Apply a cold compress or ice to affected area to reduce bruising and swelling.
2. Complete the [**Injury Report form**](#); the form and instructions are located in Section 7.02 of the Business Information Manual. Distribute copies as directed on the form. **Do not give the form to a parent/guardian.**
3. When applicable*, the principal will contact **parents/guardians** of the students involved and request mutual exchange of names and phone numbers**.
 - a. *There will be situations (i.e. needle pokes) that do not involve other students. You are still required to call the parents/guardians to inform them of the incident and recommend contacting their physician or the Health Department for further evaluation.
 - b. ***Suggested Script*: "Your child has been involved in an incident that has exposed another student to your child's blood or other potentially infectious body fluids. I recommend that you contact your physician or the Health Department for further evaluation. I would like your permission to release your name and phone number to the parent of the other student involved."
 - c. Note parent information on the [**Injury Report form**](#)
 - d. Sign and date form.