

SECTION 7.02 – INJURY REPORTS

Contact: General Counsel @ 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. 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 forward the **original signed** form to the office of general counsel, *within 24 hours of the incident*. A *copy* should be saved 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. 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 the office of general counsel.

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](#).

- 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: Please refer to the health room guidelines for head bump injuries.
- Student injuries that occur in the **shop (wood or metal), weight room, physical education class, and athletic events**, other than minor scrapes or bruises.
- **Playground injuries**, other than minor scrapes or bruises.
- 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.
- 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

