

SWAMPSCOTT PUBLIC SCHOOLS



1. Who: Student Incident Report is completed by the **STAFF MEMBER** who provided first aid to a student who may require further medical evaluation.
2. What: Students Incident Procedure & Report can be located on the district website under **FORMS**.
3. When: Student Incident Report is completed when a student required further medical evaluation either at the physician's office or at an emergency room.
Example: A deep cut that might require stiches, a head injury with possible concussion, a possible bone fracture, any burn sustained in a science lab, etc.
4. How: The staff member who provided first aid will complete a Student Incident Report Form. He/ She turns Incident Report in to the School Principal for signature.
5. The School Administrative Assistant will forward a signed copy to the School Nurse. The School Nurse will file the report in the student's health record.

The Student Incident Report is then sent to Kelly Bolton at Dowling Insurance at kbolton@doins.com.

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Personal Data:

Name: _____ SSN: _____

Address: _____

D.O.B: _____ Phone Number: _____

School Attending: _____ Grade: _____

Accident Data:

Location of Accident/Incident: _____

Address of Accident/Incident: _____

Date/Time of Injury: _____

Nature of injury or illness: _____

Body Part(s) Affected: _____

Witness (es): _____ Weather Condition: _____

Accident Description:

Describe the accident including substance, material, equipment, vehicles, circumstances, and conditions involved. _____

Was Medical Attention Sought? Yes No

Treated where? _____

Treated by whom? _____

Teacher or Supervisor Signature (Mandatory)

Date

Principal Signature (Mandatory)

Date