



ACCIDENT/ILLNESS REPORT

This form should be completed on any occurrence which results in injury or illness.

PERSONAL DATA

Name of Person Injured _____ Date of Birth _____ ☐ Male ☐ Female
MO. DAY YR.
Name of School Attends/Employed _____ Grade Level/Dept. _____
Parent/Guardian Name(s) _____
Home Address _____ STREET _____ CITY _____ STATE _____ ZIP _____
Home Phone _____ Business Phone _____ Parents Contacted ☐ Yes ☐ No

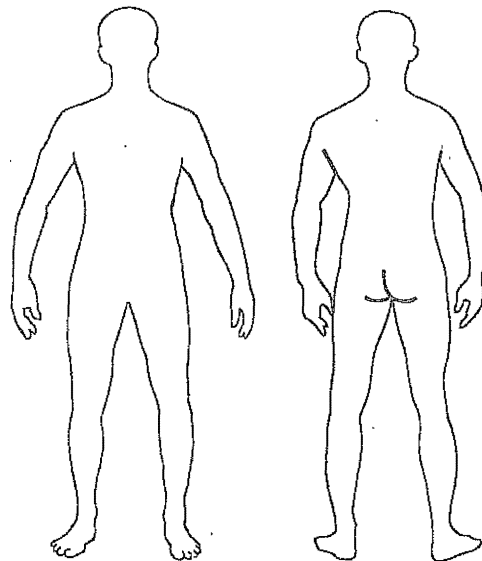
ACCIDENT DESCRIPTION

Date of Accident _____ Time of Accident _____ ☐ AM ☐ PM Date Reported _____
MO. DAY YR. MO. DAY YR.
Location of Accident ☐ Classroom ☐ Gymnasium ☐ Cafeteria ☐ Hallway ☐ School Grounds ☐ Other _____
Give a Detailed Description of Accident _____

PARTS OF BODY INJURED

HEAD/NECK	UPPER EXTREMITIES	LOWER EXTREMITIES	TRUNK
☐ Skull	☐ Shoulder(s) R L	☐ Hip(s) R L	☐ Upper back
☐ Face	☐ Upper arm(s) R L	☐ Thigh(s) R L	☐ Lower back
☐ Neck	☐ Elbow(s) R L	☐ Knee(s) R L	☐ Collarbone
☐ Ear(s) R L	☐ Forearm(s) R L	☐ Lower leg(s) R L	☐ Chest
☐ Eye(s) R L	☐ Wrist(s) R L	☐ Ankle(s) R L	☐ Lung(s)
☐ Nose	☐ Hand(s) R L	☐ Foot R L	☐ Ribs
☐ Teeth	☐ Finger(s) R L	☐ Toe(s) R L	☐ Pelvis
☐ Mouth			☐ Internal

SIGNATURE OF SUPERVISOR/TEACHER _____



MARK INJURED AREAS OF BODY

SPECIFIC TYPE OF INJURY

☐ Amputation	☐ Concussion	☐ Inflammation	☐ Puncture
☐ Asphyxiation	☐ Cut/Laceration/Abrasion	☐ Ligaments/Cartilage	☐ Shock (electrical)
☐ Bite	☐ Dislocation	☐ Overheated	☐ Sprain/Strain
☐ Bruise/Contusion	☐ Fracture	☐ Paralysis	☐ Sting
☐ Burn/Scald	☐ Frostbite	☐ Poisoning (solid, liquid, gas, vapor)	☐ Teeth injury
☐ Chest Pains	☐ Hearing Loss		☐ Vision loss
☐ Other (specify) _____			

MEDICAL ATTENTION

☐ First aid administered. Describe first aid given _____

SIGNATURE OF PERSON ADMINISTERING FIRST AID _____
☐ Taken to school nurse ☐ Taken to doctor/clinic ☐ Taken home, by whom _____ ☐ Returned to normal activity
☐ Ambulance called ☐ Taken to hospital, by whom _____ ☐ ADMITTED ☐ RELEASED

NAME OF HOSPITAL/DOCTOR _____

ADDRESS OF HOSPITAL/DOCTOR _____

Witness(es) to Accident _____

NAME

ADDRESS

PHONE

NAME

ADDRESS

PHONE

Signature