

DIRECTIONS FOR FILLING OUT INJURY REPORTS

STUDENT INJURY

The importance of completing student injury reports properly and in a timely manner can not be over-emphasized, since there can be legal implications. The staff member in charge of supervising the injured student at the time of the injury must accurately and completely fill out the report immediately following treatment of the student. Most educators are not medically trained and therefore should not diagnose the injury or use medical terms in describing it.

Fill out the heading completely - full legal name of student - not nickname - refer to school records if necessary to report age, sex, etc. accurately.

Nature of Injury - Report size, shape, depth, etc. and precisely where the injury is located. Mark an X on the diagram and circle the front or back view.

What was Student Doing When Injury Occurred - What circumstances occurred prior to the injury? What caused the injury? What was the physical location of the student? Write a short narrative describing the incident.

Treatment Given - Be specific; if medical personnel were called, so indicate.

Notified & Follow-up – Who was notified regarding the injury? What needs to be done as a follow-up? A follow-up report on days absent may be necessary.

Remember, if SASSED is engaged in litigation regarding this injury, your report will be of significant importance!

STAFF INJURY

If you are injured on the job, even if the injury was your fault, you **must** complete a Staff Injury Report immediately and submit it to your immediate supervisor. The guidelines listed above for student injuries are also appropriate for staff injuries.

IMPORTANT: If you require medical treatment for an injury sustained on the job, be certain to inform the treatment provider that you were injured at work and that it is a Workers' Compensation claim. **DO NOT** attempt to use your SASSED health insurance at the time of treatment and **DO NOT** make a claim through your insurance plan subsequently. The claim will be denied since the injury occurred on the job. Most treatment centers will bill SASSED directly for their services. However, if you are charged for any medical treatment as a result of your injury, submit the bill and receipt to the Personnel Department for processing through Workers' Compensation channels.