

## Guidelines for Student Injury Report Forms

Following are guidelines to assist you in determining when to complete a Student Injury Report form:

- All student injuries where **911** 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
- Student injuries that occur in the **shop, 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
- All **drug-related incidents**, whether overdose or reaction from prescription drugs or illegal substances
- All student incidents involving **loss of consciousness**
- All student incidents where a student goes into **shock**
- Student injuries involving entering, exiting, or while riding in a **school-sponsored vehicle**, other than minor scrapes or bruises.