

ACCIDENT REPORT
PHILOMATH SCHOOL DISTRICT 17J

DATE: _____

BUILDING: _____

AGE: (Students Only) _____

SEX: _____

Check this box if a concussion is possible or suspected

1. Injured party should be removed from activity and assessed by a health care professional.
2. Completed Concussion Clearance form is required, with a health care provider's signature and appropriate administrator's signature, before the student may resume sports or other physical activities, including P.E.

NAME OF INJURED _____

HOME ADDRESS: _____ PHONE: _____

DESCRIBE INJURY, AND HOW IT OCCURRED: _____

TIME OF ACCIDENT: _____ WHERE _____

WHAT FIRST AID WAS ADMINISTERED, IF ANY? _____

AFTER TREATMENT WHAT PROCEDURE WAS TAKEN?

PARENT CONTACTED _____

PICKED UP BY AMBULANCE _____

KEPT AT SCHOOL _____

PICKED UP BY PARENT _____

CALLED DR'S OFFICE _____

PICKED UP BY ALTERNATE _____

DELIVERED DR'S OFFICE BY STAFF MEM _____

WHO AUTHORIZED THE ABOVE? _____

IF TAKEN TO HOSPITAL, WHICH ONE? _____

NAME OF PHYSICIAN (if applicable): _____

ADDRESS OF PHYSICIAN (if applicable): _____

PHONE # OF PHYSICIAN (if applicable): _____

DID SUPERVISOR-EMPLOYEE WITNESS THE ACCIDENT? _____ IF NOT, WHERE WAS EMPLOYEE OR SUPERVISOR WHEN ACCIDENT OCCURRED? _____

NAME AND ADDRESS OF TWO WITNESSES:

Name _____ Address _____

Name _____ Address _____

GIVE YOUR OPINION AS TO THE CAUSE OF THE ACCIDENT: CARELESSNESS? _____

(Use back side for additional remarks and information)

Signature & Title of Supervisor ~or~ Employee Completing the Form

Principal's Signature

Supervisor/Employee: Keep one copy for your records, send original to the Building Principal.

- Building Admin Assistant will send the original to the Superintendent's office, with the Principal's signature.
- If a head injury, Building Admin Assistant will also send a copy to the School Nurse.

Athletic Injuries: Turn form in to Athletics Admin Assistant.

- Athletics Admin Assistant will send original to Superintendent's office, with the Principal's signature.
- If a head injury, Athletics Admin Assistant will also send a copy to the School Nurse.