

EAST SIDE UNION HIGH SCHOOL DISTRICT
830 North Capitol Avenue, San Jose, Ca 95133

REPORT OF PUPIL ACCIDENT OR INJURY

THE SCHOOL EMPLOYEE EITHER WITNESSING THE ACCIDENT OR SUPERVISING AT THE TIME SHOULD COMPLETE AND SUBMIT THIS FORM IMMEDIATELY TO HEALTH CLERK/PRINCIPAL'S SECRETARY.

IN CASE OF **SERIOUS INJURY**, A **TELEPHONE REPORT** BY THE HEALTH CLERK IS TO BE MADE TO THE ASSISTANT SUPERINTENDENT, BUSINESS SERVICES AT THE EDUCATION CENTER, PRIOR TO FILING THIS REPORT.

1. SCHOOL _____ ADDRESS _____

2. REPORTED BY _____ DATE _____

* Persons reporting accidents are to complete only items with asterisks. (If health clerk is unavailable [i.e., athletic event, field trip, etc.] persons reporting accident must complete entire form.)

* 3. INJURED'S NAME _____ AGE _____ GRADE _____

4. INJURED'S ADDRESS _____ PHONE # _____

* 5. WHERE DID ACCIDENT OCCUR? _____

DATE _____ TIME _____ AM/PM

* 6. DESCRIBE HOW ACCIDENT OCCURRED (In Detail, Please) _____

(use additional sheet, if needed)

* 7. WHO WAS THE PERSON IN CHARGE AT THE TIME OF THE ACCIDENT? _____

WAS HE/SHE PRESENT AT THAT TIME? ☐ YES ☐ NO

* 8. WITNESSES _____ ADDRESS _____

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9. APPARENT NATURE OF INJURY: ☐ ABRASION ☐ FRACTURE ☐ CUT

☐ CONTUSION ☐ INTERNAL ☐ CONCUSSION ☐ DISLOCATION

☐ STRAIN/SPRAIN ☐ OTHER (Explain) _____

10. INJURED PART OF BODY _____

11. FIRST AID PROCEDURES GIVEN BY HEALTH CLERK _____

12. DISPOSITION OF INJURED AFTER ACCIDENT? ☐ CLASS ☐ HOSPITAL

☐ HOME ☐ DOCTOR

13. WHO WAS NOTIFIED OF ACCIDENT? _____ RELATIONSHIP _____

ATTITUDE OF PERSON WHO WAS NOTIFIED _____

14. IF INJURED PUPIL LEFT SCHOOL, TO WHOM RELEASED? _____ RELATIONSHIP _____

15. NAME AND ATTITUDE OF ANYONE CONTACTING SCHOOL AFTER ACCIDENT _____

16. (IN CASE OF SERIOUS ACCIDENT) REPORT FOLLOW-UP & COMMENTS _____

17. REPORT COMPLETED BY _____ DATE _____

18. PRINCIPAL'S SIGNATURE _____ DATE _____

DISTRIBUTION: White/KEENAN & ASSOCIATES }
Canary/District Business Office } Send to Business Office.
Pink/Retain for School File
Gold/Health File

Form is to be completed and
forward to Business Office
within 24 hours