



Student Injury Report

PRIVILEGED AND CONFIDENTIAL

Injury Reporting Guidelines: Report injuries that involve physical marks or will likely not heal within one or two days, injuries due to altercation with another student, staff or community member; injuries that resulted from the physical plant/facility (e.g., being scratched by a loose nail or broken fence, etc.), and injuries that led to a referral to a healthcare provider, including 911 calls.

Instructions: This form is to be used only when access to Synergy is not available. See *Reporting Student Injuries* on Risk Management’s intranet site. The injury should be reported on the day of the accident. Please submit the completed form to riskmanagement@sfusd.edu (or fax to 415-241-6330). Injuries less severe than those described in the *Guidelines* do not need to be reported to Risk Management.

Today’s Date: _____ Injury Date: _____ School/Site: _____

Student’s Name: _____ Date of Birth: _____

Home Address: _____ Phone: _____

Parent/Guardian: _____ Relationship: _____

Time of Incident: _____ Place: _____ Person in Charge: _____

Description of incident, circumstances of injury. If student was violating school rules, explain.

Apparent extent of injury and care given:

Were paramedics called? Yes No Student taken to hospital or doctor? Yes No

Date: _____ Time: _____ Hospital or doctor’s name: _____

Taken by whom: _____ Telephone called: _____

Witnesses:

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

Principal/Site Manager: _____ Title: _____

Person reporting injury: _____ Title: _____