



Reporting Student Injuries

Use Synergy to report accidents occurring to SFUSD students on school premises, on the way to or from school, or on a field trip.

Beginning school year 2014-2015 student injuries are to be reported (i.e. entered) in Synergy. All versions of the Student Injury Report are now obsolete and should no longer be used. Please see **Synergy Synopsis Health** in the following pages for instructions on how to enter student injuries using Synergy's Health Log Student module.

It is no longer necessary to send a report of an injury to Risk Management (or Legal) as Risk Management has access to the applicable Synergy information and will periodically run reports. However, in the event of an emergency or serious injury (e.g. when 911 is called or a doctor's visit is required) report HLT203-Student Accident/Incident Report should be generated and sent to riskmanagement@sfusd.edu as soon as possible and ideally no later than 24 hours following the incident.

Below are instructions for running report HLT203 after which a soft copy (pdf) can be saved or a hard copy can be printed. **Before a report can be generated** the injury information must first be entered as outlined in Synergy Synopsis Health (see second and third pages of this document).

Generating a Student Accident/Incident Report (HLT203)

The report HLT203 – Student Accident/Incident Report is found in the Synergy tree at *Synergy SIS > Health > Reports > Individual > HLT203*, as shown in the screenshot below. You can also open the report from the Quick Launch Box by typing in the Report code and pressing 'enter'.

Once you click on the report (as seen on the left-hand side of the above screen-shot) you will then see the Report Interface (to the right). To generate the report you need only enter either the Student No or Last Name, but to fine-tune the search results the First Name and/or Incident Dates fields can also be used.

Next click Print. A Job Status box will then pop up, and after the Status has been completed a new window will open with a view of your report. The report can then be saved [as a pdf] or printed.

Where: Synergy SIS>Health>



Health



Health Log Student



Health Log Other



Health Screen

Health Log Student Module

When a student has an accident or is injured on school property or during a school function that is either on- or off-site, an accident report in the **Health Log Student** module must be filled out.

For non-student and non-SFUSD staff injuries, please contact riskmanagement@sfusd.edu.

Creating an Accident/Injury Report for a Student

1. Go to Health Log Student.
2. Under Accidents, click **Add**.
3. On the Health Log Student Add pop-up window, select the date the accident happened.
4. Click the arrow next to **Student Name**. This brings up the Find: Student pop-up window, Log tab.
5. Search for the student involved in the accident/injury. The pop-up window should close once the student is selected.
6. Back on the Health Log Student Add window, click the down arrow below **Health Code** and select the type of accident/injury.
7. Enter the **Time in** and **Time Out**.
8. Select the **Staff Name** of the person who dealt with the accident/injury.

Creating an Accident/Injury Report for a Student (cont'd)

9. Enter the **Parent Contact Attempted** (time of day) and **Parent Contact Made** (time of day).
10. At **Subjective/Objective**, describe what happened to make the accident or injury occur.
11. Click **Chooser** to select a Clinical Code. Click **Find** on the Chooser pop-up window to view all of the codes, then select one, and click **Select**.
12. Do not enter anything in **Assessment/Plan**.
13. Go to the Accident Detail tab.
14. Enter the **Accident Date** and **Accident Time**.
15. Type the name of the person who provided the **Initial Care**.
16. Type the **Accident Location** and select the **End Date**.
17. Select the **Supervising Staff Member** by clicking the arrow.
18. Make sure the box is checked next to **Student covered by School Accident Insurance**.
19. If the student was **taken off of the premises after the accident/injury**, please specify where. If the student was picked up by a third party, type who picked the student up and what time the student was taken away.
20. Type a **Reason Injured Person was on the Premises**.
21. Type the name of the witnesses; for student witnesses only type the first name.
22. If **Follow Up** was required, type that information here.
23. At **Preventative Measures Taken**, type the actions, if any, that were taken, such as "applied ice" or "put on bandage".
24. Click **Save**. A list of accidents or injuries from the current year should be displayed on the original Health Log Student page.



Synergy Synopsis

Health



Health Module

The Health module is view-only at this time. The Nurse's Log, when activated, should be filled out only by an SFUSD nurse. If the information is available or applicable, the other tabs list health conditions, immunizations, medications, and a health history.

Health Screen Module

The Health Screen module is also view-only at this time. This displays any SFUSD screenings of students, specifically Vision and Hearing, including when they occurred, if they passed a screening, and if a referral was given.

Reporting

SFUSD Risk Management has complete access to Synergy. You will no longer be required to send Accident/Injury reports to Risk Management.

Health Reports:

- HLT201—Student Health Profile—displays one student's profile per page, including all immunizations and health conditions (if recorded).
- HLT202—Student Immunization Profile—generates one-page individual student reports of immunizations. May be generated for one student only or by grade level.
- HLT203—Student Accident/Incident Report—Select a range of dates; this displays any information entered in Health Log Student, one student per page. This report may be faxed to Risk Management.

Health Reports:

- HLT205—California Immunization Record Blue Form Data—This is a printable report. If generating for one student, make sure that you select at least one Parent/Guardian Selection Criteria.
- HLT210—Student Accident/Incident Report—this differs from HLT203—Student Accident/Incident Report in that you are able to select specific health codes. Generates one page per student, can be run for an entire school or for an individual student. This report may be generated after an accident to give to the parent/guardians of the student involved.
- HLT401—Student Health Conditions List—displays a list of students with their health conditions.
- HLT403—Student Immunization Compliance List—reprints in a list form the name of the student along with the number of compliant, exempt and non-compliant vaccinations as of a certain date.
- HLT604—Kindergarten Immunizations Report—For elementary schools; displays summary data about how many kindergarten students have an immunization record or exemption, and how many meet the requirements for the vaccinations required.
- HLT614—Hearing Screening Program Report—for those specific grades where screenings take place (PreK, K, 1st, 2nd, 6th, 9th grades), this report displays for the current school year the number of students enrolled in those grades at the initial screening, number of students not screened, and the number of students screened, as well as total results.
- HLT615—Vision Screening—displays for the current school year the numbers of students screened, grades, and the total numbers for the different types of screenings.