

Guidelines for filling out the Incident Report Forms

Incident Report Forms can be found in each building's main office, nurse's office, the Administration Office or on the District's web page under Risk Management.

All Incident Report Forms are to be turned into the District's Risk Manager in the Business Office for review.

Incident Report Forms are used to report all losses and incidents. It is the District's recording of how the loss or incident happened. These general guidelines should be followed when filling out the Incident Report Form:

- ✓ Complete an Incident Report anytime a student is injured or an incident occurs that may result in a claim being filed. Even small incidents are important to document.
- ✓ The Incident Report form is for district documentation and only district staff should complete the paperwork, addressing all pertinent facts. If the person completing the incident report did not witness the event, state that on the form and note who relayed the information to the report writer and when. Always try and get the full names of witnesses to the incident or others who were involved. It is important that the form be completed as soon after the incident as possible while details are still fresh.
- ✓ Never let a student, parent or visitor fill out the Incident Report Form.
- ✓ Be professional and thorough when completing an Incident Report form. Incident Report forms may become legal documents in a court of law or may be reviewed by administration, legal counsel, and possibly the public. Incident Reports are for documenting facts only.
- ✓ NEVER promise an injured party compensation or coverage, or accept liability for an event.
- ✓ NEVER sign any legal documents or statements without district approval.