SPPS Student Injury/Incident Flow Chart

Review flow chart below to determine whether or not to complete a Student Injury/Incident Report for student/visitor/public injuries OR non-SPPS property damage.

The Principal/Administrator of the site is responsible for overseeing this process. Information should be held with strict confidentiality due to private educational and health data being collected. Provide first aid and notify parent/guardian of the injury when able. (Injured staff should complete a First Report of Injury form instead.)

IF THIS IS AN EMERGENCY DIAL 911

COMPLETE
Student Injury/Incident Report Form for the following scenarios:

- If student/visitor/public was referred or sought **medical care due to injury that occured at school/school-sponsored event (examples):**
  - Fractures, dislocations, severe sprain/strain
  - Poisoning
  - Severe lacerations
  - Severe head injuries or trauma
  - Severe burns
  - Vision, hearing or dental problems as result of injury
- Injuries related to staff negligence, including athletics/sports
- Damage to Non-SPPS property

Next Step:

Email Student Injury/Incident Report Form to: claims@spps.org

DO NOT COMPLETE
Student Injury/Incident Report Form for the following scenarios:

- Health-related Issues (i.e., seizures, allergies)
- Abuse or maltreatment by anyone other than staff
- Minor injuries (i.e. small cut, scratches, scrapes, abrasions, splinters, nosebleeds, minor head injuries)
- Injuries that occurred outside of school/school-sponsored event
- Bus/Transportation accidents

Next Step:

No Student Injury/Incident Report needed.

The Student Injury/Incident Report Form can be found under facilities department / service request forms – staff / insurance forms / liability insurance on www.spps.org website.

This flow chart is a general guide and is not meant to be an all-inclusive list of events to trigger a submission of a Student Injury/Incident Report Form. Contact your Administrator if in doubt on reporting procedures.