



## Latchkey Student Accident Checklist

**2025-26 School Year**

Complete if

- 911 is called
- First aid was necessary
- Faulty equipment or possible negligence
- Student was dismissed early due to injury
- Medical care was sought within 60 days

<b>Student name:</b>	Click or tap here to enter text.
<b>Date of incident:</b>	Click or tap here to enter text.

### CHECKLIST

- ClassLink Student Accident Report submitted online. (instructions [here](#)).
- [Insurance claim form](#) **PART A: NOTICE OF INJURY** completed by reporting employee or Latchkey director.  
*Email to [pgreene@usd259.net](mailto:pgreene@usd259.net).*
- Insurance claim form **PART B: PARENT STATEMENT** provided to parents or guardian when student is picked up.
- Complete KDHE Critical Incident Report if:  
Injury occurred during Latchkey, and  
Student sought medical treatment.

[KDHE Online Form \(rev.2019\) – click to submit online.](#)

**Questions? Contact Patrick Greene in Human Resources at [pgreene@usd259.net](mailto:pgreene@usd259.net) or (316) 973-4566.**