



## ROCHESTER CITY SCHOOL DISTRICT STUDENT INJURY REPORTING

*Revised November 2025*

**When a student is injured in school (page 1) or during a school activity (page 2)  
please follow these steps**

**If the student is injured *during the school day*:**

1. The nurse examines the student; enters information in Welligent; and completes and *signs* the **Rochester City School District Accident/Incident Parent Notification Form** (the triplicate colored paper or electronic "AIPN Form").
2. If the student is picked up by a parent/guardian after the injury, the nurse gives a copy of the **AIPN Form** to the parent/guardian.
3. If the student either remains at school for the remainder of the day, or if the student is transported by ambulance to a hospital prior to parent arrival at school, the nurse provides the **AIPN Form** to the school secretary, who *must* send the **AIPN Form** home to the parent/guardian.
4. *If the injury may require medical treatment outside of school*, a student health insurance form must also be filled out. The nurse electronically completes the first two sections of the **AG Administrators Student Accident Claim Form** (the "AG Claim Form"). The nurse *does not sign* the form.
  - a. The nurse may leave these fields blank (to be completed parent/guardian):
    - i. Cell Phone;
    - ii. Email Address;
    - iii. Social Security Number;
    - iv. Home Address.
  - b. In the section titled ACCIDENT INFORMATION the nurse may write under Activity as follows: "see attached AIPN Form."
5. The nurse emails the **AG Claim Form** and a scanned copy of the **AIPN Form** to the Principal or Program Director.
6. The Principal reviews the forms. The Principal *signs* the **AG Claim Form** at the bottom of the second page.
7. The Principal contacts the parent/guardian to check on the student. The Principal then provides *all three pages* of the signed **AG Claim Form**, along with a duplicate copy of the **AIPN Form**, to the parent/guardian.
8. The Principal emails *all pages* of *both* completed forms to [IncidentReporting@rcsdk12.org](mailto:IncidentReporting@rcsdk12.org).
9. Contact **the Law Department** with any questions: (585) 262-8731; [Legal@rcsdk12.org](mailto:Legal@rcsdk12.org).

If the student is injured *during a school activity but outside of regular school hours*\*:

*\*Including student injuries that occur at arrival, dismissal, or any other time of day outside regular school hours when a nurse is not present. This applies both to injuries on school grounds and during school events/activities at any other location.*

1. The coach, athletic director, or other District staff person who is present and responsible for the student activity examines the student; and completes and *signs* the **Rochester City School District Accident/Incident Parent Notification Form** (the triplicate colored paper or electronic "AIPN Form").
2. The staff person gives a copy of the **AIPN Form** to the parent/guardian. If the student is transported by ambulance to a hospital prior to parent arrival, the staff person provides the **AIPN Form** to the school secretary, who *must* send the **AIPN Form** home to the parent/guardian.
3. The staff person gives or emails a copy of the **AIPN Form** to the school nurse.
4. *If the injury may require medical treatment*, a student health insurance form must also be filled out. The staff person electronically completes the first two sections of the **AG Administrators Student Accident Claim Form** (the "AG Claim Form"). The staff person *does not sign* the form.
  - a. The staff person may leave these fields blank (to be completed parent/guardian):
    - i. Cell Phone;
    - ii. Email Address;
    - iii. Social Security Number;
    - iv. Home Address.
  - b. In the section titled ACCIDENT INFORMATION they may write under Activity as follows: "see attached AIPN Form."
5. The staff person emails the **AG Claim Form** and a scanned copy of the **AIPN Form** to the Principal or Program Director.
6. The Principal reviews the forms. The Principal *signs* the **AG Claim Form** at the bottom of the second page.
7. The Principal contacts the parent/guardian to check on the student. The Principal then provides *all three pages* of the signed **AG Claim Form**, along with a duplicate copy of the **AIPN Form**, to the parent/guardian.
8. The Principal emails all pages of both completed forms to [IncidentReporting@rcsdk12.org](mailto:IncidentReporting@rcsdk12.org).
9. Contact the Law Department with any questions: (585) 262-8731; [Legal@rcsdk12.org](mailto:Legal@rcsdk12.org).