Operational Services

Exhibit - Accident or Injury Form

The supervisory staff member must complete this form for submission to the Superintendent whenever any person is injured on District property or at a District-sponsored event.

Name of injured person _____

Date of Birth _____ Telephone _____ Email _____

Address _____

Class, activity, or event _____

Accident location _____

Accident date _____ Time of accident _____

How did the accident occur? (Describe sequence of events) _____

_____

_____

Emergency contact notified? ☐ Yes ☐ No If no, explain why: _____

_____

If yes, provide the following:

Contact name _____ Relationship _____

Time and method of contact _____ By whom _____

Witnesses Information

Name	Address	Telephone	Email

First aid administered? ☐ Yes ☐ No *(please explain)*: _____

If yes, describe first aid administered and by whom: _____

_____

_____

Supervisor (*please print*)

_____ _____

Supervisor Signature Date

DATE: September 2017

REVIEWED: July 28, 2022; September 24, 2026

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