

**INCIDENT/ACCIDENT REPORT FORM**THIS FORM DOES **NOT** COMPLY WITH RCW 4.96.020 FOR THE FILING OF A CLAIM FOR DAMAGES

**FORM INSTRUCTIONS** This form to be completed by **DISTRICT PERSONNEL ONLY**. Do not allow student or parents/injured party to complete. Do not use this form to report employee (on the job) injuries. Complete and forward this form to [RiskReports@puyallup.k12.wa.us](mailto:RiskReports@puyallup.k12.wa.us) at earliest opportunity. Send supplemental information under separate cover if necessary. Remember to report all District property theft and vandalism claims to law enforcement also.

<b>DISTRICT:</b> PUYALLUP SCHOOL DISTRICT		<b>SCHOOL NAME:</b>		<b>COMPLETED BY:</b>			
CONTACT			PHONE NUMBER				
DATE OF INCIDENT/ACCIDENT	TIME	AM	PM	INJURY	VEHICLE	NON-VEHICLE/PROPERTY DAMAGE	Bus
LOCATION:	CLASS	PLAYGROUND	GYM	LABORATORY	SHOP	OFF-PREMISES	ATHLETIC - OTHER, SPECIFY
DESCRIPTION OF INCIDENT/ACCIDENT/DAMAGE							
WITNESS(ES)						PH #	
IDENTIFY AGENCY CALLED TO SCENE ( <i>police, fire, etc.</i> )						REPORT #	
<b>INJURIES</b> ( <i>complete separate form for each injured individual</i> )							
<b>NAME &amp; ID#</b>				STUDENT/EMPLOYEE/OTHER <b>IF STUDENT INCLUDE ID#</b>			
LAST		FIRST		MIDDLE		GENDER	
STREET		CITY		ZIP CODE		AGE	
NAME OF PARENT/GUARDIAN ( <i>if applicable</i> )						HOME PH	
ADDRESS OF PARENT						WORK PH	
PART OF BODY INJURED				TYPE OF INJURY ( <i>e.g., cut, burn</i> )		CELL PH	
EXTENT OF INJURY ( <i>e.g., minor, severe</i> )				NO. OF SCHOOL DAYS LOST			
NAME OF PERSON IN CHARGE AT TIME OF ACCIDENT				TITLE		PHONE #	
ACTION TAKEN / BY WHOM / WHEN				PRESENT AT SCENE?		YES NO	
SENT TO HEALTH ROOM		SENT HOME		911 CALLED		SENT TO HOSPITAL/DOCTOR	
STUDENT ACCIDENT INS?				YES		NO	
<b>NON-VEHICLE PROPERTY DAMAGE / LOSS</b>							
PROPERTY DESCRIPTION / DAMAGE							
OWNER						EST. LOSS \$	
ADDRESS				PHONE		DIST. EMPLOYEE YES NO	
<b>DAMAGE TO DISTRICT VEHICLE / OR OTHER VEHICLE</b> ( <i>attach state accident report if available</i> )						WORK	
<b>DISTRICT VEHICLE</b>		BUS		CAR/VAN/TRUCK		OTHER	
YR _____		MAKE _____		MODEL _____			
Lic # _____		VIN # _____					
DRIVER NAME		HOME PHONE		WORK PHONE			
DESCRIBE DAMAGE						EST. LOSS \$	
CITATION / VIOLATION		DISTRICT DRIVER		OTHER DRIVER			
<b>OTHER VEHICLE</b>		YR		MAKE		MODEL	
Lic # _____		VIN # _____					
DRIVER NAME / ADDRESS						PHONE	
OWNER NAME / ADDRESS						PHONE	
DESCRIBE DAMAGE							
OTHER VEHICLE INSURANCE CO.						POLICY #	
INSURANCE AGENT / ADDRESS						PHONE #	

**Please complete form electronically and send to [RiskReports@puyallup.k12.wa.us](mailto:RiskReports@puyallup.k12.wa.us)**  
**For student injuries/incidents also send to principal and school nurse.**  
**Employee incident - see Employee Accidents & Injuries - File a claim on HR Website.**

## When to Complete a Student Incident/Accident Report

When 911 is called or EMT/other outside medical assistance is called to the scene.

When the student is taken from school or a school event to a physician or hospital either by the school or a parent or guardian.

All student injuries:

- Involving the head, neck or back, other than minor scrapes or bruises.
- Involving burns from any source, or electrical shock.
- Involving exposure to, ingestion of, or contact with chemicals.
- Involving student seizures – whether related to trauma or medical condition. (It is important to specify what action was taken by school personnel in dealing with the seizure.)
- Involving loss of consciousness. (Students suffering from a loss of consciousness should be examined by a physician.)
- When a student goes into shock.

All drug-related incidents involving overdose or reaction from prescription drugs/illegal substances.

Student injuries involving entering, exiting, or while riding on a school bus, other than minor scrapes or bruises.

All injuries involving significant privacy issues of students.

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## Instructions on How to Complete an Incident/Accident Report

Proper documentation of an incident is the first step in claims management. Often employees are unaware of the importance of the Incident/Accident Report in the entire process. The following guidelines were developed to help staff complete an Incident/Accident Report:

**NEVER promise an injured party compensation or coverage, or accept liability for an event.** Liability and coverage issues may only be determined by the WSRMP Claims Department. Laws are complex and coverage determination requires extensive knowledge of the District's Coverage Agreement. Promising someone that your insurance company will cover an event may leave you and the District liable for reimbursement when the district may not be responsible or have coverage.

How to complete an Incident/Accident Report:

1. **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.** Many times the reviewing of Incident Reports can alert staff to implement changes before a serious injury or event can occur. A second important reason for documenting incidents is to prevent the loss of important facts relating to the incident, if later the event evolves into something larger than first expected.
2. **It is important that the form be completed as soon after the incident as possible while details are still fresh.**
3. **NEVER let a student, parent or visitor complete the Incident Report form.** 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.
4. **Be professional and thorough when completing an Incident Report form.** Incident Report forms may become legal documents in a court of law or reviewed by administration, legal counsel, and possibly the public. Incident Reports are for documenting facts only. How an incident occurred is usually determined by an investigation.