

North Adams Public Schools
Student Incident Report

Incident reports are legal documents, which must be filled out promptly, properly and completely.

Whenever an incident or injury to a student requires further medical evaluation or treatment, an incident form should be completed the same day. If the incident/injury is serious/life-threatening, the nurse should notify the Principal, the Principal should notify the Superintendent immediately and the nurse should notify the Nurse Leader/Health Administrator immediately.

The staff person who first attended the incident/injury must refer the student to the nurse to initiate the report. The school nurse fills out the Student Incident Report and forwards the report to the Principal for formal notification and signature. The report should also be forwarded to the Nurse Leader/Health Administrator for formal notification and a copy to be kept on file. **The original copy is forwarded and stored in the Superintendent's office for three years.** The entire process must be completed within 72 hours. Copies are also kept with the school nurse in the student's health record.

Student's Name: _____ Date of Birth: _____

Student's Address: _____ Telephone No.: _____

School: _____ Date & Time of Incident: _____

Nature of Injury or Body Part Affected: _____

Location Incident/Injury Occurred: _____

Description of Incident/Injury: _____

Witnesses: _____

Name

Address

Telephone

Name

Address

Telephone

Treatment: _____
