

[STUDENT ACCIDENT REPORT \(Click to Access\)](#) THIS FORM IS AN INVESTIGATIVE FORM FOR INTERNAL PURPOSES AND MUST BE COMPLETED BY A PREPARER DELEGATED BY THE PRINCIPAL AND APPROVED BY THE PRINCIPAL (OR DESIGNEE) WHEN COMPLETE.

Instructions: the school designee is required to enter the **STUDENT ACCIDENT REPORT** information (collected from witnesses, teachers, staff and clinic personnel) for each student accident occurring on campus or during a school-sponsored event. This would include incidents (near misses) or accidents in which a student is injured. Once completed, you will submit to the Risk Management Department as soon as feasibly possible, or no later than 48 hours after the incident