

Columbia County Board of Education

Medical Incident / Student Accident Report Form

Complete this form for medical incidents requiring ambulance service or accidents on school property or at school sponsored activities involving students or non-employees.

Please provide all applicable information!

1. Date _____ Time _____ School _____ Student ID# _____

2. Name _____ Age _____ Grade _____
Parent/Guardian Name _____
Home Address _____
Home Phone No. _____ Work Phone No. _____

3. Indicate type of injury or medical incident (check all applicable):

- A. Injury to the Head _____
- B. Eye, nose, mouth injury (circle one)
- C. Arm, leg, foot injury (circle one)
- D. Body injury (specify body part) _____
- E. Medical Incident (Specify) _____

4. Individual required treatment from (check all applicable):

- A. Ambulance Personnel; Transported by Ambulance YES NO
- B. Medical clinic
- C. Parent
- D. Hospital Name: _____
- E. Someone on site (Name/Title) _____

5. Was the parent/guardian notified? Yes Time: _____ No

If yes, name of person who notified parent _____
- With whom did he/she speak _____
- Their response was: _____

Describe the accident (This Section is for Accidents Only—NOT Medical Incidents)

6. Activity engaged in at time of accident _____

7. How accident occurred _____

8. Proximity of teacher/supervisor to injured at time of injury?
(Estimate in Feet) _____

9. Treatment of injury _____

10. Attach list of all adults present or near accident Attached: Yes No NA

11. Attach list of all students' homeroom class Attached: Yes No NA

12. Attach list of witnesses and their statements Attached: Yes No NA

Submitted by _____ Date _____
(School Employee)

Reviewed by _____ Date _____
(Principal, Asst. Principal)

**Note: Send original form to: Business Department, ATTN: Susan Tanner
A copy should be kept at the school.**

IF AMBULANCE IS CALLED, IMMEDIATELY CONTACT:

**Emily Truan (706)541-2723 x5203 or Kendra Sheldon (706)541-2723 x5207 (Superintendent's office)
and Susan Tanner (706) 541-2723 x5110 (Business Department) as soon as possible and fax form
to the Business Department at (706)855-3843.**