



AccidentRpt 02222013.docx

INSTRUCTIONS TO COMPLETE RESERVE SIDE

Purpose:	<p>This form should be completed to report injuries involving students and/or members of the public (non-employees) which occur on school property or while participating in a school activity. Employee injuries should be reported to their supervisor who will fill out a "First Report of Injury."</p> <p>Questions concerning this form, call Employee Benefits (612) 668-0560.</p>
Completed By:	<p>The principal or program manager is responsible for the completion of the accident report. The principal may designate a staff person to complete this form. Please complete all items asked for on the form. Questions regarding the completion of the form should be directed to District General Counsel's Office at (612) 668-0480.</p>
Injuries/Incidents To Be Reported:	<p>The following injuries should be reported:</p> <ul style="list-style-type: none"> A. Any injury requiring care beyond that given in school. B. Any injury with recommendation to parents, guardians or designee for medical follow-up. C. Accidents with any type of head injury. Even a slight head injury may later develop into a serious injury. D. Any injury/incident of an unusual nature (e.g., poisoning, overdose, etc.). E. Any burns that occur on school property. F. Assault or battery. <p>When an injury occurs and there is question as to whether or not an accident report should be filed, it is recommended that an accident/incident form be completed.</p> <p>Notify :</p> <ul style="list-style-type: none"> A. the appropriate Associate Superintendent or Executive Director, B. the General Counsel's Office and C. the Health Services Office (612) 668-0850 of a serious injury, on the same day that the injury occurs. <p>The report form for a serious accident/injury should be immediately faxed to the District General Counsel's Office at (612) 668-0485.</p>
Return By:	<p>The original is sent to the District General Counsel's Office, within (3) days of the date of injury, N2-240 Davis Center, 1250 Broadway Ave. W., Minneapolis, MN 55411. The principal should sign the form. No copy is to be kept by the school. Employees are required to furnish information requested on the form as a condition of employment with the District.</p>
Use of Data:	<p>This is an investigation report and will be treated as confidential data under the Minnesota Data Practices Act. Data in this report is collected for and may be used for claim, litigation or risk management purposes by the District or its agents. Failure to provide the requested information to the District may preclude the District from fully assisting the parties.</p>

USE THIS SPACE FOR ADDITIONAL INFORMATION OR TO DIAGRAM THE ACCIDENT SCENE