

STUDENT ACCIDENT INCIDENT REPORT

REPORTS SHOULD BE SUBMITTED ELECTRONICALLY TO Hub International.

(<https://www.hubinternational.com/programs-and-associations/manitoba-school-boards-association/>)

SCHOOL BOARD: _____ LSSD _____

SCHOOL: _____ TELEPHONE #: _____

Name of Injured Person: _____ Date of Birth: (m-d-y) _____

Address: _____ City: _____ Province: _____ Code: _____

Phone # _____

Date of Accident: (m-d-y) _____ Time of Accident: _____ AM PM

Where did the accident occur? Industrial Arts Class; Home Economics Class; Classroom;

Laboratory; School Playground; Field Trip; Bus; Physical Education-OUTSIDE;

Physical Education-INSIDE; Other. If other (Specify): _____

Injury Classification: "MINOR" – Scratch, Bruise, Scrape, Minor Cut, Minor Sprain, etc.

"MODERATE" – Serious Cut, More Severe Sprain, Broken Finger, etc.

"SEVERE" – Injury to Eye, Face, Back, Broken Arm/Leg, etc.

Nature of Injury: Cut; Break; Crush; Poke; Burn; Hit; Fall; Concussion; Amputation; Other: _____

Type of Injury (body part): Arm; Leg; Head/Face; Chest; Hip; Upper Back; Lower Back; Hand; Foot; Finger;

Toe; Other: _____

Where on the body: Left; Right; Not Applicable

Any additional Comments: _____

Was the injury treated: Yes; No; Unknown; Other: _____

If treated, by whom? _____

If treated, type of treatment: _____

Was a teacher/supervisor present or providing supervision? Yes; No; Not Known.

Name of teacher/supervisor if present: _____

Pupil was: Sent Home; Taken to hospital/doctor.

Number of School Days missed (if known) _____

Was parent notified? Yes; By whom? _____; No

Has there been any subsequent contact with the parents? Yes; No

If SEVERE, has it been reported to Workplace Safety and Health? Yes; No

Additional comments: _____

Name of School Principal or Supervisor (in full) _____

Submitted by: _____ Date of Submission (m-d-y): _____

Email Address of submitter: _____ @lssd.ca _____

You can contact WSH 24 hours a day, seven days a week to report a serious incident, injury or fatality:

1-855-957-SAFE (7233) (toll-free in Manitoba)

204-957-SAFE (7233) (in Winnipeg) Select 'Option 1'