



Child Injury Report Form for Indoor and Outdoor Injuries

1. Child's name \_\_\_\_\_ 3. Grade \_\_\_\_\_ 5. ( ) Male ( ) Female
2. School name \_\_\_\_\_ 4. Date of injury \_\_\_\_\_ 6. Time of injury \_\_\_\_\_
7. Days absent: Less than 1/2 1/2 1 1 1/2 - 2 2 1/2 - 3 Other: \_\_\_\_\_
8. First Aid given: Ice Washed wound Kept immobile Observed
Stopped bleeding Applied splint Applied dressing Other
Explain: \_\_\_\_\_

9. Body part injured: Head Trunk Extremities Other
Ear Abdomen Ankle Lower arm
Eye Back Elbow Lower leg
Face Chest Finger Thumb
Head Groin Foot Toes
Neck Shoulder Hand Upper arm
Scalp Trunk Hip Upper leg
Knee Wrist

10. Type of injury suspected:
Laceration/Abrasion Bruise/Contusion
Sprain/Strain Dislocation
Fracture Concussion
Surface cut/Scratch Burn
Other: \_\_\_\_\_

11. Action taken: Parent took home Transfer to hospital Parent took to doctor
Returned to class Called 911 Parent took to ER
Other: Time spent in nurse's office

12. Explanation of accident:
Collision with person Collision with obstacle
Hit with object Injury to self
Fall Height of fall Other

13. Accident location: Classroom Playground Gym Assembly
Stairs Hallway Bus P.E. class
Before School After school Other

14. Surface: Blacktop Dirt Grass Synthetic surface
Carpet Pea gravel Mats Rubber tile
Concrete Ice/Snow Sand Wood products
Other:
Depth of loose fill material

15. Activity:
1. Baseball/Softball 6. Fighting 11. Playing on bars 16. Soccer 20. Volleyball
2. Basketball 7. Flag/Touch football 12. Running 17. Swinging 21. Walking
3. Bicycling 8. Jumping 13. Rough housing 18. Throwing rocks 22. Other:
4. Climbing 9. Kickball 14. Sliding or snowballs
5. Dodge ball 10. Playground equipment 15. Sliding on ice 19. Track/Field

16. Equipment: Was playground equipment involved in injury? Yes No
IF YES, (a) Did equipment appear to be used appropriately? Yes No
(b) Was there any apparent malfunction of equipment? Yes No
Check which piece: Arch climber Slide
Cargo net Sliding pole
Chinning bar Track ride
Horizontal ladder Swing
See Saw Other

17. Describe: Describe specifically how the injury happened.
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_
(Person filing report) (Director)

Adapted from National Program for Playground Safety. 2005. Student Injury Report Form.

## CHILD INJURY REPORT FORM INSTRUCTIONS

This form is to be completed immediately following the occurrence of any injury that is severe enough to:

- a. Cause the loss of one-half day or more of school
- b. Warrant medical attention and treatment (i.e., school nurse, M.D., E.R., etc.), and/or
- c. Require reporting according to School District policy.

Number	Description of Each Number
1- 6	Self explanatory.
7	Do not file a form until you have filled in days missed. If student is going to be absent for an extended period of time, use parent's estimate. If no school is missed, check less than ½.
8 -11	Self explanatory. Record the amount of time child was in the nurse's office. Please include H or M. H= hours: M=minutes (i.e., 1h:40m).
12	<i>Collision with person</i> includes injuries which result from interactions between players from incidental or intended contact. <i>Hit with object</i> includes that the student got hit by an object (ball, backpacks, etc.) <i>Fall</i> injuries are those when the student falls from equipment or falls while running. <i>Collision with obstacle</i> includes contact when the child collides into an object (playground equipment, fence, etc.) <i>Injury to self</i> occurs when a child got injured because of an action s/he carried out.  <i>Height of fall</i> – Report the height from where the child fell.
13	Self explanatory.
14	Describe surface over which injury occurred.
15	In the small box indicate the number of the activity that the child was doing when s/he got injured.
16	Self explanatory. See attached document with pictures of each piece of equipment.
17	Briefly describe specifically how the incident happened. Make sure to include all names of witnesses present. If additional space is needed, continue on another sheet of paper and attach.

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