

student injury

Cindy Esqueda

Sent: Wednesday, October 15, 2014 11:26 AM
To: Principals - Principals and Assistants; Ellen Williams; Sandy Peugh
Cc: Secretaries - Secondary; Secretaries - Elementary; Terry Dean
Attachments: NMPSIA - Student Incident ~1.doc (98 KB)

Hello all,

I've had a couple of phone calls and since there were several new nurses this year I thought it prudent to restate the guidelines for filling out a student incident report (attached).

The best philosophy is: **When in doubt, fill it out.**

Anytime a student is taken by ambulance/parent to the hospital or the doctor, please have the form filled out.

All head injuries or anytime an accident involves or is because of, our facilities or equipment, please fill it out.

The person on duty is the one who fills it out. Please do not leave this task to your nurse. I get a different report from them that I include with the insurance report. The form should be signed by whoever filled it out and a principal or asst. principal signature. As much information as possible, even statements from students who witnessed the incident are always a plus. If it involves our facilities or equipment, pictures are very helpful for the insurance adjuster.

I tell everyone who asks, whether they should fill out a form or not that it is better to be safe than sorry. **The form is to be used also, for any parent or community member that gets injured on our property. Just indicate at the top that it is for a parent or community member.**

I hope this clarifies some concerns, but please feel free to call me should you have any questions.

Thank you.

**It isn't your position that makes you happy
or unhappy, it's your disposition.**

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