

LUCAS

SCHOOL

# ACCIDENT REPORT

Name

Date of Injury

Address

Phone Number

1. What is the nature of the injury? (first report of immediate diagnosis - e.g. appears to be broken)

2. What was the cause of the injury?

3. Where did the accident occur?

4. What was done for this specific injury? (e.g. firstaid, called ambulance, etc.)

5. Were the Parents notified?

Date

Time

6. Was School insurance form completed?

7. Days absent from school due to injury.

Date injury was reported

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Person Reporting

Teacher/aid reporting, make two copies -- keep one and send one to principal. Return immediately after follow-up report is completed.