

## Student / Visitor Incident Report

1. Incident reports for students and visitors must be filed on the lotus notes at the site location.
2. The secretary at the site will enter the information on the Accident/Incident Reporting ( folder icon ) on the lotus notes. Administrators at the location may also enter the information. Locations without the icon may request it to be sent to them by contacting the Risk Management Office at 416-5515.
3. Student/visitors should provide complete information regarding the incident including the type of injury, the cause, and any contributing factors. Statements from witnesses regarding the incident should be taken in writing and include full names, addresses and telephone numbers of all individuals.
4. Any accident involving serious bodily injury (broken bones, emergency personnel) must be reported immediately to Risk Management at 416-5515.
5. Non-emergency accidents should be entered on the database within 48 hours.
6. Any injury involving an athlete under the supervision of a coach whether at practice or a game should mark the box "MIAA" on the accident report.
7. All original reports completed by the teacher or other personnel along with documentation should be kept on file at the school.