SCHOOL DISTRICT OF OKALOOSA COUNTY
RISK MANAGEMENT DEPARTMENT
STUDENT INCIDENT OR ACCIDENT REPORT

Immediately after incident, complete and forward to Risk Management Department, 120 Lowery Place, Fort Walton Beach, Florida 32548. This report requires signatures of Teacher and/or immediate supervisor and Principal.

CALL RISK MANAGEMENT IMMEDIATELY IF SERIOUS AT (850) 833-3190

School: _____ Date: _____ Time: _____

Student Name: _____ Sex: _____ M _____ F

Home Address: _____ Grade: _____

Place of Accident: _____ School Building _____ School Grounds _____ Elsewhere

Does the student have School Accident Insurance: _____ Y _____ N

Nature of Injury: ***please check***

Abrasion	**Burn**	**Fracture**	**Scratches**	**Amputation**	**Concussion**	**Laceration**	**Shock**	**Asphyxiation**
Cut	**Poisoning**	**Sprain**	**Bite**	**Dislocation**	**Bruise**	**Puncture**	**Scalds**	**Other**

Part of Body Injured: ***please check***

Abdomen	**Elbow**	**Foot**	**Nose**	**Ankle**	**Eye**	**Face**	**Arm**	**Hand**	**Head**
Tooth	**Finger**	**Back**	**Wrist**	**Chest**	**Leg**	**Knee**	**Ear**	**Mouth**	**Other**

Description of the Accident:
How did accident happen? What was Student doing? Where was the student? List specifically unsafe acts and conditions existing. Specify any tool, machine or equipment involved.

Teacher in charge: _____ **Present at scene of accident?** _____ **Y** _____ **N**

Action Taken: ***please check***

First Aid Treatment	By:
Sent Home	By:
Sent to Hospital	By:
Was parent or other individual notified ____ Y ____ N	Name & phone number:

Signed: Principal: _____ **Teacher:** _____ **Date:** _____

DO NOT RELEASE THIS FORM WITHOUT RISK MANAGEMENT APPROVAL

The information contained in the completed report form is protected work product and claims file material exempt from disclosure pursuant to Sec.768.28(16), Fla. Stat. and Sec. 119.071(1)d, Fla. Stat., and also includes protected student information which has restrictions on a disclosure pursuant to the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g and Sec. 1002.22, Fla. Stat.