

# STUDENT ACCIDENT REPORT

*School District of Athens*

Injured Student Name ( <i>Last, First, MI</i> ):				School:	
Parents/Guardians:			Address/City/State/Zip:		
Student Age:	Gender:	Grade:	Date of Accident:	Day of Week:	Days Lost:
Physician's Name ( <i>If Referred</i> ):			Time of Accident:	Place of Accident:	

CATEGORY	CODE	CODE	CODE	CODE	LIST SPECIFICS WHEN 'OTHER' CODE IS USED
Kind of Injury	01				
Cause of Injury	02				
Causative Agent	03				
Part of Body Injured	04				
Degree of Injury	05				
Supervision	06				
Immediate Action Taken	07				
Location of Accident	08				
Activity of Student	11				
Unsafe Act	12				
Unsafe Mechanical or Physical Condition	13				
Unsafe Personal Factor	14				
Corrective Action Taken	21				

<b>Description of Accident:</b>	
Signature & Title of Person Completing Report:	Date Reported:
Signature of Principal or Designee:	Date Report Received:

**ACCIDENT REPORTING CODES**

**01 KIND OF INJURY**

- 006 Bite
- 008 Bruise/Abrasion
- 010 Burns/Scalds
- 012 Concussion
- 014 Cuts/Lacerations
- 016 Dislocation
- 018 Drowning
- 020 Electric Shock
- 022 Foreign Body-embedded/loose
- 024 Fracture
- 026 Poisoning
- 028 Puncture
- 030 Sprain/Strain
- 032 Teeth Damaged
- 034 Internal Injuries
- 036 Multiple Injuries
- 038 Other

**02 CAUSE OF INJURY**

- 052 Struck against
- 054 Struck by
- 056 Fall from elevation
- 058 Fall from same level
- 060 Caught in-under-between
- 064 Overexertion
- 066 Contact with electrical current
- 068 Contact with caustic-toxic noxious substance
- 070 Contact with temperature extremes
- 072 Other

**03 CAUSATIVE AGENT**

*Animals*

- 102 Dogs, Cats
- 106 Insects
- 111 Others

*Apparatus*

- 112 Balance Beam
- 114 Horizontal Beam
- 116 Horizontal Ladders
- 118 Horses, side & buck
- 120 Low or turning bar
- 122 Merry-go-round
- 124 Multiple climbing tube, Jungle gym
- 126 Parallel Bars
- 128 Rings
- 130 Ropes
- 132 Slides
- 134 Swings
- 136 Teeter Totter
- 138 Trampoline
- 140 Weights
- 142 Other

*Materials & Equipment*

- 196 Athletic Equipment
- 198 Baseballs, footballs, volleyballs, etc.
- 202 Chemical substances
- 204 Fences & walls
- 206 Firearms
- 210 Furniture such as desks, chairs, etc.
- 214 Hot liquids, substances
- 222 Ladders, benches, stools
- 224 Personal protective equipment
- 226 Personal protective clothing
- 228 Poles, rods
- 232 Surfaces, floors, steps, ground, etc.
- 234 Windows, doors
- 236 Wood, lumber
- 238 Other

*Vehicles*

- 240 Bicycles
- 242 School Bus
- 248 Motor vehicle, private
- 250 Motor vehicle, school-owned, leased
- 252 Private carrier

- 254 Other  
*Miscellaneous*
- 256 Person involved
- 258 Other person or persons
- 260 Skateboards
- 262 Scooters
- 264 Toys, other
- 266 Other

**04 PART OF BODY INJURED**

- 302 Head
- 304 Eyes
- 305 Nose
- 306 Teeth
- 307 Ear
- 308 Arm & Hand
- 309 Fingers, thumb
- 310 Trunk
- 311 Thigh
- 312 Knee
- 313 Lower leg
- 314 Ankle
- 315 Foot
- 316 Other

**05 DEGREE OF INJURY**

- 352 Death
- 354 Permanent Impairment
- 356 Temporary Disability
- 358 Non-disabling
- 359 Unknown

**06 SUPERVISION**

- 402 Teacher/coach present
- 404 Other school employee present
- 406 Parent present
- 408 Other adult present
- 410 No supervision

**07 IMMEDIATE ACTION TAKEN**

- 452 First Aid
- 454 Notified parents or authorized person
- 456 Sent home
- 458 Sent to physician
- 460 Sent to hospital
- 462 No action taken

**08 LOCATION OF ACCIDENT**

- 504 Athletic Field
- 506 Auditorium
- 508 Cafeteria
- 510 Classrooms
- 512 Corridor
- 516 Driveways
- 518 Gymnasium
- 525 Library
- 526 Lockers, room, or corridor
- 530 Playground
- 534 Restrooms
- 538 Sidewalks
- 540 Stairs, indoors
- 542 Stairs, outdoors
- 546 Swimming pool
- 548 Other

**11 ACTIVITY OF PERSON**

*Team Sports*

- 552 Baseball
- 554 Basketball
- 558 Football, touch
- 560 Soccer
- 562 Softball
- 564 Volleyball
- 566 Other

*Individual Sports*

- 568 Apparatus
- 569 Golf
- 570 Swimming
- 572 Tennis
- 574 Track & Field
- 576 Tumbling
- 578 Wrestling
- 580 Other  
*Miscellaneous*
- 582 Cleaning, repairing
- 588 Fights, altercations
- 590 Horseplay
- 592 Noon hour
- 594 Playing
- 596 Recess
- 598 Riding bicycle
- 604 Roller Skating
- 606 Running
- 608 Sitting
- 609 Lifting
- 610 Trips, excursions
- 612 Walking
- 620 Other

**12 UNSAFE ACTS**

- 652 Working, playing above level of ability
- 654 Horseplay, practical jokes
- 656 Quarreling, arguing
- 658 Marking safety devices inoperative
- 660 Using unsafe equipment
- 662 Using equipment unsafely
- 664 Failure to use safety or protective device
- 666 Overexertion
- 668 Unauthorized use of equipment
- 670 Running when walking called
- 672 Speed
- 674 Taking unsafe positions of postures
- 676 No apparent unsafe act
- 678 Other unsafe acts

**13 UNSAFE MACHINE PHYSICAL CONDITIONS**

- 704 Mechanical defects of equipment
- 706 Improper illumination
- 708 Improper ventilation
- 710 Hazardous arrangement procedure
- 712 Non-available, unsafe protective clothing, equipment
- 714 Environment slippery, rough, bumps, holes
- 716 No unsafe conditions
- 718 Other unsafe mechanical or physical conditions

**14 UNSAFE PERSONAL FACTOR**

- 752 Improper attitude
- 754 Lack of knowledge, skill, experience
- 756 Improper physical conditions
- 758 Bodily defects, hearing, eyesight, etc.
- 760 No apparent unsafe personal factor
- 762 Other unsafe personal factor

**21 CORRECTIVE ACTION TAKEN**

- 802 Engineering revision
- 804 Maintenance revision
- 806 Personnel adjustment
- 808 Persuasion and appeal
- 810 Procedural revision
- 812 Instructions given, education
- 814 Curriculum revision
- 816 No corrective action taken/anticipated
- 818 Corrective action

