

**Operational Services**

**Exhibit - Accident or Injury Form**

*The supervisory staff member must complete this form for submission to the Superintendent whenever any person is injured on District property or at a District-sponsored event.*

Name of injured person \_\_\_\_\_

Date of Birth \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Class, activity, or event \_\_\_\_\_

Accident location \_\_\_\_\_

Accident date \_\_\_\_\_ Time of accident \_\_\_\_\_

How did the accident occur? (Describe sequence of events) \_\_\_\_\_

\_\_\_\_\_

Emergency contact notified? Yes No If no, explain why: \_\_\_\_\_

If yes, provide the following:

Contact name \_\_\_\_\_ Relationship \_\_\_\_\_

Time and method of contact \_\_\_\_\_ By whom \_\_\_\_\_

Witnesses Information

Name	Address	Telephone

First aid administered? Yes No

If yes, describe first aid administered and by whom: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Supervisor (*please print*)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

FIRST READING: JUNE 21, 2022

SECOND READING: JULY 19, 2022

APPROVAL: JULY 19, 2022