

Student Incident Investigation Report

EAST BATON ROUGE PARISH SCHOOL SYSTEM

P.O. Box 2950 Baton Rouge, LA 70821 (225) 226-3468/69

**Please PRINT NEATLY
using a black or blue
ballpoint pen.
I Press hard I**

Student Name as it appears on cumulative folder _____

DATE OF INCIDENT	DATE OF REPORT	TIME OF INCIDENT	# Days Lost	GRADE	SEX	DATE OF BIRTH
School Name		Student SS Number	Student=s Address, City, State and Zip			
Name of Parent or Legal Guardian:		Parent=s Telephone Number:	Names of Witnesses:			

Parents notified by: ☐ Telephone, ☐ Note sent home, ☐ Unable to contact parents. Parent or other authorized person, appeared at school in person to transport student ☐ Yes ☐ No

Use the laminated code list provided. Code list also appears in the Appendix of the Risk Management Plan. If no code exists to cover the incident, provide a brief description under OTHER and details under #22.

10. Kind of Injury	Code:	Other	16. Immediate Action Taken	Code:	Other:
11. Cause of Injury	Code:	Other:	17. Location of Incident	Code:	Other:
12. Causative Agent	Code:	Other:	18. Activity of Person	Code:	Other:
13. Part of Body injured	Code:	Other:	19. Unsafe Act	Code:	Other:
14. Degree of Injury	Code:	Other:	20. Unsafe Condition	Code:	Other:
15. Supervision	Code:	Other:	21. Personal Factor	Code:	Other:

22. Describe the incident: Include a diagram on the back if needed. Photographs: ☐ Yes, ☐ No

23. Number of other students likely to be exposed to a similar occurrence:	24. Frequency of possible future occurrence of this incident: _____ X Daily, _____ X Weekly _____ X Monthly <input type="checkbox"/> None
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25. Action taken to prevent a reoccurrence: ☐ Review w/ Students, ☐ Special faculty safety meeting, ☐ Discuss at next faculty meeting,

26. Person who will conduct remediation as per #25.	27. Work Order number to correct unsafe condition: <input type="checkbox"/> Work Order copy attached.
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28. Recommendations to other schools to avoid similar incidents:

29. Property damaged, if any:

30. Additional assistance requested from: ☐ Risk Management, ☐ Executive Director, ☐ Security, ☐ School Nurse, ☐ Other

Investigated by:	Principal=s Signature:
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10. KIND OF INJURY

1. Amputation
2. Asphyxiation
3. Bite
4. Bruise
5. Burns/scalds
6. Concussion
7. Cuts
8. Dislocation
9. Drowning
10. Electrical shock
11. Foreign body
12. Fracture
13. Poisoning
14. Sprain/Strain
15. Teeth damaged
16. Internal injuries
17. Multiple injuries
18. Other

11. CAUSE OF INJURY

1. Struck against
2. Struck by
3. Fall from elevation
4. Slip, trip or fall, same level
5. Caught in, on or between
6. Body reaction
7. Overexertion
8. Contact with electricity
9. Contact with chemicals
10. Contact with temp. extreme
11. Other

12. CAUSATIVE AGENT

ANIMALS

1. Dog, cat
2. Horse, cow
3. Insect
4. Snake
5. Other

APPARATUS

6. Balance beam
7. Horizontal bar
8. Horizontal ladder
9. Pommel Horse
10. Low or turning bar
11. Carousel
12. Jungle gym
13. Parallel bars
14. Rings
15. Rope
16. Slide
17. Swing
18. Teeter totter
19. Trampoline
20. Weights
21. Other

HAND TOOLS

22. Chisel
23. Drill
24. File
25. Hammer
26. Knife
27. Needle
28. Paper cutter
29. Hand Saw
30. Scissors
31. Screwdriver

32. Wrench
33. Other

MACHINERY

34. Buffer
35. Grinder
36. Jointer
37. Lathe
38. Lawn mower
39. Planer
40. Band saw
41. Circular saw
42. Jig saw
43. Sewing machine
44. Vise
45. Other

MATERIALS & EQUIPMENT

46. Athletic equipment **
47. Baseball, football, basketball
48. Biological substances
49. Chemical substances
50. Fence or wall
51. Firearm
52. Flammable material
53. Furniture
54. Glass and glassware
55. Hot liquid
56. Kitchen equipment
57. Kitchen utensil
58. Kiln, oven
59. Ladder, bench, stool
60. Personal Prot. Equip.
61. Pole or rod
62. Paint, lacquer or spray
63. Surfaces: floor, steps etc
64. Windows, doors
65. Wood, lumber
66. Other

VEHICLES

67. School bus
68. System car, truck, van
69. Commercial carrier
70. Private car, truck, van
71. Aircraft
72. Leased vehicle
73. Skateboard

PERSONS

74. System employee
75. Other student
76. Parent or relative
77. Third party

MISCELLANEOUS

78. Toys, etc.
79. Other

13. PART OF BODY

1. Head
2. Face
3. Eye
4. Cheek
5. Nose
6. Chin
7. Ear
8. Neck
9. Torso

10. Arm
11. Hand
12. Finger
13. Leg
14. Foot
15. Other

14.DEGREE OF INJURY

1. Death
2. Permanent impairment
3. Temporary disability
4. Non-disabling

15. SUPERVISION

1. Classroom teacher
2. P.E. teacher
3. Teacher=s aide
4. Principal/Administrator
5. Secretary/Clerk
6. Volunteer
7. Bus driver
8. Other
9. None present

16.IMMEDIATE ACTION

1. First aid
2. First aid, sent home on bus
3. First aid, parent pick up
4. First aid, EMS to hospital
5. First aid, School Transported

17. INCIDENT LOCATION

SHOPS AND LABS

1. Agriculture
2. Home Economics
3. Science
4. Driver=s Ed (Practice)
5. Driver=s Ed (Simulator)
6. Vocational, industrial arts
7. ROTC
8. Other lab
9. Other shop

BUILDING - GENERAL

10. Auditorium
11. Theater stage
12. Band hall/choral room
13. Classroom
14. Cafeteria
15. Corridor
16. Locker room, showers
17. Gymnasium
18. Stairway
19. Restroom

GROUNDNS

20. Playground
21. Football/soccer field
22. Baseball field
23. Track

OFF CAMPUS

24. Field trip

EN ROUTE

25. School bus
26. System car, truck, van
27. Commercial carrier
28. Private car, truck, van
29. Leased vehicle

30. Bicycle
31. Motorcycle
32. Skateboard
33. Skating

18. ACTIVITY

VARSITY ATHLETICS

1. Archery
2. Baseball
3. Football
4. Basketball
5. Golf
6. Gymnastics
7. Softball
8. Tennis
9. Track & Field
10. Volleyball
11. Wrestling
12. Other

PHYSICAL EDUCATION

13. Badminton
14. Basketball
15. Football
16. Golf
17. Gymnastics
18. Dance
19. Rope skipping
20. Soccer
21. Softball
22. Tennis
23. Track & Field
24. Volleyball
25. Soccer

MISCELLANEOUS

26. Acting, concert
27. Cleaning, repairing
28. Conducting experiments
29. Using tools
30. Using machinery
31. At play
32. Running
33. Walking
34. Sitting
35. Other

19. UNSAFE ACT

1. Horseplay
2. Fighting
3. Disabled safety guard
4. Using damaged tools
5. Improper use of tools
6. Did not use Pers Prot Equip
7. Overexertion
8. Unauthorized use of tools
9. Excessive speed
10. Improper position
11. Other

20.UNSAFE CONDITION

1. Lack of training
2. Damaged guard
3. Inadequate illumination
4. Inadequate ventilation
5. Hazardous procedure
6. Slippery/uneven surfaces
7. Other

21. PERSONAL FACTOR

1. Poor safety attitude
2. Failure to follow instructions