



Child Injury Report Form for Indoor and Outdoor Injuries

- 1. Child's name, 2. School name, 3. Grade, 4. Date of injury, 5. () Male () Female, 6. Time of injury, 7. Days absent, 8. First Aid given: Ice, Stopped bleeding, Washed wound, Applied splint, Kept immobile, Applied dressing, Observed, Other. Explain:

- 9. Body part injured: Head (Ear, Eye, Face, Head, Neck, Scalp), Trunk (Abdomen, Back, Chest, Groin, Shoulder, Trunk), Extremities (Ankle, Elbow, Finger, Foot, Hand, Hip, Knee, Lower arm, Lower leg, Thumb, Toes, Upper arm, Upper leg, Wrist), Other

- 10. Type of injury suspected: Laceration/Abrasion, Sprain/Strain, Fracture, Surface cut/Scratch, Other; Bruise/Contusion, Dislocation, Concussion, Burn

- 11. Action taken: Parent took home, Returned to class, Other; Transfer to hospital, Called 911; Parent took to doctor, Parent took to ER, Time spent in nurse's office

- 12. Explanation of accident: Collision with person, Hit with object, Fall, Height of fall; Collision with obstacle, Injury to self, Other

- 13. Accident location: Classroom, Stairs, Before School; Playground, Hallway, After school; Gym, Bus, Other; Assembly, P.E. class

- 14. Surface: Blacktop, Carpet, Concrete, Other; Dirt, Pea gravel, Ice/Snow, Depth of loose fill material; Grass, Mats, Sand; Synthetic surface, Rubber tile, Wood products

- 15. Activity: 1. Baseball/Softball, 2. Basketball, 3. Bicycling, 4. Climbing, 5. Dodge ball, 6. Fighting, 7. Flag/Touch football, 8. Jumping, 9. Kickball, 10. Playground equipment, 11. Playing on bars, 12. Running, 13. Rough housing, 14. Sliding, 15. Sliding on ice, 16. Soccer, 17. Swinging, 18. Throwing rocks or snowballs, 19. Track/Field, 20. Volleyball, 21. Walking, 22. Other

- 16. Equipment: Was playground equipment involved in injury? IF YES, (a) Did equipment appear to be used appropriately? (b) Was there any apparent malfunction of equipment? Arch climber, Cargo net, Chinning bar, Horizontal ladder, See Saw, Slide, Sliding pole, Track ride, Swing, Other

17. Describe: Describe specifically how the injury happened.

Signed: (Person filing report) Signed: (Director)

Adapted from National Program for Playground Safety. 2005. Student Injury Report Form.

CHILD INJURY REPORT FORM INSTRUCTIONS

This form is to be completed immediately following the occurrence of any injury that is severe enough to:

- a. Cause the loss of one-half day or more of school
- b. Warrant medical attention and treatment (i.e., school nurse, M.D., E.R., etc.), and/or
- c. Require reporting according to School District policy.

Number	Description of Each Number
1- 6	Self explanatory.
7	Do not file a form until you have filled in days missed. If student is going to be absent for an extended period of time, use parent's estimate. If no school is missed, check less than ½.
8 -11	Self explanatory. Record the amount of time child was in the nurse's office. Please include H or M. H= hours: M=minutes (i.e., 1h:40m).
12	<i>Collision with person</i> includes injuries which result from interactions between players from incidental or intended contact. <i>Hit with object</i> includes that the student got hit by an object (ball, backpacks, etc.) <i>Fall</i> injuries are those when the student falls from equipment or falls while running. <i>Collision with obstacle</i> includes contact when the child collides into an object (playground equipment, fence, etc.) <i>Injury to self</i> occurs when a child got injured because of an action s/he carried out. <i>Height of fall</i> – Report the height from where the child fell.
13	Self explanatory.
14	Describe surface over which injury occurred.
15	In the small box indicate the number of the activity that the child was doing when s/he got injured.
16	Self explanatory. See attached document with pictures of each piece of equipment.
17	Briefly describe specifically how the incident happened. Make sure to include all names of witnesses present. If additional space is needed, continue on another sheet of paper and attach.

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