



INSTRUCTOR'S REPORT OF A STUDENT RELATED INJURY

Name of Injured student: _____ Student ID#: _____
Date & Time of Accident: _____
Student began class/activity: _____
Course Title: _____
Name of Instructor: _____
Instructor's Phone #: _____ Course Days: _____
Course Hours: _____ Building where Accident Occurred: _____
Street Address: _____

Check All Applicable:

First Aid administered on campus by _____

Location: _____

SAIC Health Services visit

Sent for medical treatment via _____ to _____

EMS called. Responding service: _____

What specific activity was the student engaged in when the accident occurred?
Describe the activity, as well as the tools, equipment and materials in use at the time
of the accident.

How did the accident occur? List any possible causes or contributing factors. Consider items such as tidiness of area, footwear, and floor conditions.

What was the injury or illness? Be specific when listing the body part(s) affected and explain how it was affected. (i.e. half inch laceration on right hand ring finger)

What object or substance, if any, directly harmed the student?

Was the Student given training on the equipment being used or activity engaged in?

Yes No N/A

Was the Student using any personal protective equipment (PPE) for the activity?

Yes No N/A

Please describe training for equipment and/or activity, and PPE being used: Please state your ideas on how future accidents of this type could be prevented. Describe changes or improvements in equipment, procedures, building, training, or PPE.

Was Student Affairs notified?

Yes No

If yes, name of staff member: _____

Was Health Services notified?

Yes No

Name and Address of physician/health care professional

Was Student treated in an emergency room?

Yes No

Was the student hospitalized overnight as an in patient

Yes No

Witnesses to Injury? (attach statements)

Yes No

Names: _____

Signature of Instructor

Date of Report

Please complete this form within 24 hours of injury and distribute as follows:

Student Affairs, Attn: Katherine Porter (kporter3@saic.edu)

SAIC Security, Attn: John Pack (jpack@saic.edu)

SAIC Safety, Attn: Melissa Meyers (mmeyers6@saic.edu)

**Retain a copy for Departmental files / Department Head