Confidential School Incident Report

Alliance of Schools for Cooperative Insurance Programs

16550 Bloomfield Avenue • Cerritos, CA 90703 • PH: (562) 404-8029 FAX: (562) 404-8038 • www.ascip.org

CONFIDENTIAL-ATTORNEY/CLIENT WORK PRODUCT PRIVILEGE
This report is to be completed by district employees. This form is a confidential, internal, document: its contents are not to be shared or copied for any persons who are not district employees and/or their legal representatives.
IN CASE OF SERIOUS INJURIES A TELEPHONE REPORT IS TO BE MADE IMMEDIATELY.

DATE OF REPORT	NOTE: The district employee either witnessing the incident or supervising at the time should complete and submit this form within 24 hours. This is an interactive form.

NAME OF SCHOOL DISTRICT/ COLLEGE DISTRICT		NAME OF SITE	
ADDRESS OF SITE (NUMBER, STREET, CITY, STATE AND ZIP CODE)			
NAME OF INJURED PERSON (LAST, FIRST, M.I.)	AGE	GRADE	TELEPHONE NUMBER OF INJURED PERSON
IS INJURED PERSON A MINOR ☐ NO ☐ YES	NAME OF PARENT OR LEGAL GUARDIAN		
ADDRESS OF PERSON INJURED (NUMBER, STREET, APARTMENT NUMBER, CITY, STATE AND ZIP CODE)			
WHERE DID INCIDENT OCCUR (ON/OFF SITE, WHERE SPECIFICALLY)	DATE OF INCIDENT (MONTH/DAY/YEAR)	TIME ☐ A.M. ☐ P.M.	
DESCRIBE HOW INCIDENT OCCURRED (USE FACTS ONLY; EXCLUDE OPINIONS AND/OR ASSUMPTIONS)			

FULL NAME OF PERSON IN CHARGE AT TIME OF INCIDENT	TITLE OF PERSON (TEACHER, VOLUNTEER, ETC.)	WAS HE/SHE PRESENT AT THE TIME? ☐ NO ☐ YES	INJURED VIOLATED SCHOOL RULE? ☐ NO ☐ YES
NAME OF WITNESS(ES)	ADDRESS	TELEPHONE NUMBER	TITLE

APPARENT NATURE OF INJURY (PLEASE CHECK)			INJURED PART OF BODY (PLEASE CHECK)			
☐ Abrasion	☐ Fracture	☐ Strain/Sprain	☐ Head	☐ Finger	☐ Arm	☐ Abdomen
☐ Contusion	☐ Cut	☐ Dislocation	☐ Neck	☐ Eye	☐ Leg	☐ Hand
☐ Internal	☐ Concussion		☐ Back	☐ Chest	☐ Face	☐ Foot
☐ Other			☐ Other			

FIRST AID PROCEDURES USED	NAME OF PERSON WHO ADMINISTERED FIRST AID

DISPOSITION OF INJURED AFTER INCIDENT ☐ Home ☐ Doctor ☐ Hospital ☐ Classroom	WHO WAS NOTIFIED	RELATIONSHIP TO INJURED	FORM GIVEN?*** ☐ YES ☐ NO

IF INJURED PUPIL LEFT SITE TO WHOM RELEASED	NAME AND ATTITUDE OF ANYONE CONTACTING SCHOOL/ DISTRICT
IS STUDENT INCIDENT BENEFITS AVAILABLE? ☐ NO ☐ YES	NAME OF COMPANY
REMARKS	

For your protection, California law requires the following to appear on this form. "It is unlawful to: (a) present or cause to be presented any false or fraudulent claim for payment of a loss under a contract of insurance; (b) prepare, make or subscribe any writing with intent to present or use the same, or allow it to be presented or used in support of such claim. Every person who violates any provision of this section is punishable by imprisonment in the State Prison not exceeding 3 years or by fine not exceeding $1,000 or by both."

NAME OF PERSON COMPLETING REPORT	TITLE	TELEPHONE
ADDRESS OF PERSON (NUMBER, STREET, APARTMENT NUMBER, CITY, STATE AND ZIP CODE)		
SIGNATURE OF PERSON APPROVING REPORT	DATE SIGNED	PERSON WAS AN EYE WITNESS

SUBMIT FORM TO ASCIP ATTN: CLAIMS MANAGER
claims_info@ascip.org* or FAX: *(562) 404-4515
16550 BLOOMFIELD AVENUE, CERRITOS, CA 90703

RESET FORM

EMAIL FORM

*** Please distribute the School Incident Report (second page) only if the parent is looking for information regarding the student injury.***

School Incident Report

Your student was injured during school. If you have any additional questions feel free to call the school's office.

NAME OF SCHOOL DISTRICT/ COLLEGE DISTRICT	NAME OF SITE

NAME OF INJURED PERSON (LAST, FIRST, MI.)	DATE OF INCIDENT (MONTH/DAY/YEAR)

DESCRIBE HOW INCIDENT OCCURRED (USE FACTS ONLY; EXCLUDE OPINIONS AND/OR ASSUMPTIONS)

APPARENT NATURE OF INJURY (PLEASE CHECK)			INJURED PART OF BODY (PLEASE CHECK)			
☐ Abrasion	☐ Fracture	☐ Strain/Sprain	☐ Head	☐ Finger	☐ Arm	☐ Abdomen
☐ Contusion	☐ Cut	☐ Dislocation	☐ Neck	☐ Eye	☐ Leg	☐ Hand
☐ Internal	☐ Concussion		☐ Back	☐ Chest	☐ Face	☐ Foot
☐ Other			☐ Other			

FIRST AID PROCEDURES USED

NAME OF PARENT OR LEGAL GUARDIAN	SIGNATURE OF PARENT OR LEGAL GUARDIAN	DATE