When a student is injured at school, on a bus, or during a school sponsored activity or trip, prompt submission of an electronic Student Accident/Injury Report is required. If uncertain whether to complete a report or not, it is better to capture the information immediately rather than having to reconstruct it from memory at a later date.

The Student Accident/Injury Report may be completed electronically by accessing the “Staff” section of the Norman Public Schools web page.

I. Individuals responsible for completing Student Accident/Injury Report

Staff members who witness an accident or incident shall complete an accident/injury report. If there are no witnesses, a staff member to whom the student reports the accident/injury shall complete the report.

Staff members who speak with a parent or guardian who report an accident/injury shall complete the report.

II. Conditions requiring submission of a Student Accident/Injury Report.

Examples of incidents and injuries that require submission of a report include:

A. Incidents in which bodily harm has occurred.
B. An injury that requires a student to leave the school or activity in order to receive medical treatment.
C. An incident requiring an ambulance to be called regardless of whether the student is transported or not.
D. When a parent/guardian is notified that the student was injured
E. When a parent/guardian notifies the school that they have taken their child to a doctor because of an injury received at school or during a school event.
F. An injury involving weather conditions.
G. An injury, which may have been partially or wholly caused by a physical condition of the facility.
H. An injury occurring on a school bus or van during routine transportation.
I. An injury involving head, neck, or spine.