



Memphis Shelby County Schools Student/Visitor Incident Report Form

In the event that a student or visitor is injured while on school and/or MSCS property, this form should be completed and sent to Jeri Rudolph in Risk Management. Completed forms may be sent via email to rudolphjl@scsk12.org or faxed to (901) 416-1483. Whenever possible, accident reports should be completed and submitted on the date of the accident.

Accident reports should be as detailed as possible. If a student or visitor is injured due to a health or safety issue, details regarding the hazard **MUST** be included. It is Risk Management’s goal to correct any health or safety hazards as quickly as possible to avoid future accidents, thereby providing a safe learning & work environment.

Student or Visitor? Student Visitor

School/Location Name: _____

Date of Report: _____ Date of Incident: _____ Time of Incident: _____

Student Name: _____ Student SSN: _____

Gender: Select Date of Birth: _____ Grade: _____

Parent/Guardian Name: _____

Home Address: _____ Apt: _____

City: _____ State: _____ Zip: _____

Home Telephone Number: _____ Emergency Contact Number: _____

Location Where Incident Occurred: Select

Injury or Illness? Injury Illness

Body Part(s) Injured: _____ Injury Type(s): _____ Illness: _____

Give a clear description of the incident and how it occurred: _____

Witness Information – Name/Contact Number (leave blank if no witness): _____

Check Appropriate Action Required:

- No Treatment Needed – Returned/Remained in class
- First Aid
- Primary Care Doctor
- Ambulance Required
- Emergency Room (parent/guardian transport)
- Checked-Out/Taken Home

If First Aid was administered, describe what type & by whom: _____

Parent/Guardian Contacted: Yes No

Response of Parent/Guardian: _____

Did this incident occur during athletic sports? Yes No

If Yes, please select the sport: Select

Report Prepared by: _____

Reporting Location Comments: _____

TEACHERS: This form should be submitted to the main office for entry into the online Student Accident Reporting system.