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 representative.
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/CCD	NAME OF SITE

ADDRESS OF SITE (NUMBER, STREET, CITY AND ZIP CODE)

NAME OF INJURED PERSON (LAST, FIRST, M.I.)	DOB	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	DATE (MONTH/DAY/YEAR)	TIME ☐ A.M. ☐ P.M.

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

FIRST AND LAST 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	STATUS (Student, Volunteer, etc.)
		( )	
		( )	

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 OR CLASS (PLEASE CHECK) ☐ Home ☐ Doctor ☐ Hospital ☐ Classroom	WHO WAS NOTIFIED	RELATIONSHIP TO INJURED

IF INJURED PUPIL LEFT SITE, TO WHOM RELEASED	NAME AND ATTITUDE OF ANYONE CONTACTING SCHOOL/CCD

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	STATUS	TELEPHONE NUMBER OF PERSON
		( )

ADDRESS OF PERSON (NUMBER, STREET, APARTMENT NUMBER, CITY, STATE AND ZIP CODE)

SIGNATURE OF PERSON APPROVING REPORT	DATE SIGNED	PERSON WAS AN EYE WITNESS

RESET FORM

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

REVISED: 8/17