



INCOMPLETE FORMS WILL BE RETURNED

Student Accident Report

The following report must be sent to Risk Management & Insurance, Department of Finance, via mail (Box 1320, Yellowknife, NT X1A 2L9) or fax (867) 920-6133 or e-mail to (risk_fin@gov.nt.ca) For any serious injuries, please report by telephone immediately

GENERAL INFORMATION								
School Name		School Authority		Community		Region		
Student First Name			Student Last Name		Grade	Student Date of Birth (M/D/Y)		
Name Parent(s) or Guardian(s)			Relationship to Student	Name Parent(s) or Guardian(s)			Relationship to Student	
Address				Address				
Telephone No.		Ext.	E-Mail		Telephone No.		Ext.	E-Mail
Parent(s) or Guardian(s) Contacted? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unreachable <input type="checkbox"/> Left Voicemail <input type="checkbox"/> Other (provide explanation _____)								
ACCIDENT DETAILS								
Report Date (M/D/Y)		Location (Detail Specifics)			Date (M/D/Y) and Time of Accident (H:MM AM/PM)			
Nature of Injury								
On Playground? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> While on excursion <input type="checkbox"/> On School Grounds <input type="checkbox"/> Off School Grounds <input type="checkbox"/> Other								
Student transported to a Medical centre for treatment? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes , Who escorted the Student? _____								
Student transported to a Dental centre for treatment? <input type="checkbox"/> Yes <input type="checkbox"/> No _____								
Description of Accident								
Teacher on Duty				Signature				
FIRST AID								
First Aid Administered? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes , Name and Phone Number of First Aid Responder _____								
Description of First Aid Treatment								
SIGNATURE								
Date		Signature						

The privacy provisions of the Access to Information and Protection of Privacy (ATIPP) Act protect the information collected. If you have questions about the collection, please contact, Risk Management & Insurance, Department of Finance in Yellowknife at (867) 767-9177 ext. 15263.