

## **INSTRUCTIONS for completing Reports**

1. **Student Disruption Report** is to be completed when a disruption occurs in a classroom that requires a break in all classroom routines. Copy is to be sent home with student for parents to sign and return. Original to be given to supervisor and placed in student file.
2. **Student Incident Report form** is to be completed when a student is injured or injures another student. Please have staff involved in or witnessed to the incident complete **as soon as possible** after the incident - preferably the same day. **Copy** should be sent home with student for parents to sign and return bottom portion of page. Original incident report form should be turned in to supervisor. Please make your supervisor verbally aware of the incident as soon as possible.
3. **Student Injury Report** is to be completed when a doctor/hospital/medical professional intervenes in a medical situation with a student. This form is for insurance purposes only and should not be shared with any parent. This form will allow our insurance company to be notified of the injury and determine response. Please complete and give to your supervisor after the emergency/medical situation has been handled properly. All staff that were witness to the situation should complete an injury report form separately.
4. **Staff Injury PERPP 301** is for staff injuries if you are NOT immediately going to the doctor (when injured on the job or by a student). Please turn in to ESC office within one week of date of injury, if not sooner. All ESC staff that are bitten, fall, or injured in any way on the job must complete this form (unless you need to see a doctor).

**BWC FIRST REPORT OF INJURY** - pick up prior to visiting a doctor, chiropractor or hospital for a work related injury. This form must be picked up at ESC office along with MCO plan identification card.

**Witness Incident Statement:** is to be completed within 24 hours of incident by any/all witness to employee incident and turned in to your supervisor. Thank you.

Please note that these forms are legally mandated by the State of Ohio for completion on all student and work related injuries. Please help keep us compliant.