

DEFINITIONS: **Accident** - any occurrence requiring first aid or medical attention. Copies of accident reports shall be sent to the sponsoring institution where it will be kept until the child is of legal age. Family has the option to file an insurance claim.

Incident - any occurrence not requiring first aid or other medical attention but could at some time later. Incident reports must be kept for 3 years at the cooperative preschool.

▲ **ACCIDENT** (Send **ORIGINAL** to college office immediately) ▲ **INCIDENT** (keep copy at preschool for 3 years)

Injured Person _____ Age _____ Circle: Boy Girl

Parent/Guardian's Name (*If different from above*) _____ Phone (____) ____ - _____

Address _____ City _____ State _____ Zip _____

Date of occurrence _____ Time of occurrence _____ Date reported _____

Exact location of occurrence _____

Describe First Aid given _____

Injured taken to physician (name) _____ Hospital (name) _____

Injured/Observer's description of accident in detail _____

Teacher's description of occurrence; *type/extent of injuries, damage to property, etc.*

Estimated cost of repair of property damage _____

What caused the occurrence? _____

What can be done to prevent a similar occurrence? _____

What authorities, if any, were contacted? _____

<u>Witness</u> Name	Address	Phone	Signature
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<u>Witness</u> Name	Address	Phone	Signature
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<u>Risk Management Representative</u> Name	Phone	Signature
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Give original to a parent educator to turn in to the Parent Ed Coordinators—CoordinationParentEd@seattlecolleges.edu

- ☐ Send **ORIGINAL Accident Report** to the coordinator of the supporting institution
- ☐ Keep copy on file in your cooperative preschool
- ☐ Give the copy to the parent/guardian

DO NOT SEND INCIDENT REPORTS TO COLLEGE OFFICE