

## Student Incident/Injury Reports

One or more of the following Student Incident/Injury Report Forms should be completed any time a student is injured:

- **HUSD4 Incident Report**
- **Head Injury Incident Report for Sports**
- **Head Injury Incident Report for School**

### Instructions:

Report all accidents and injuries to the building office immediately. If the accident/injury occurs while school is in session, the office will be responsible for contacting parents and emergency personnel as needed. If a student is injured or becomes ill outside the regular school day, faculty and staff members should make every effort to contact the student's parent(s) immediately. If a student's parents cannot be reached, teachers act *in loco parentis* and may authorize emergency treatment, if necessary. Please notify the building principal as soon as possible.