

## **EMPLOYEE ACCIDENT REPORT**

If you are injured on the job, you must report to the nurse at CV Medical with this Employee Accident Report (available in your Principal's office). This form should then be submitted to your Principal/Administrator for signature. If the injury is serious, others will help you get medical attention and the forms will be filled out subsequently.

1. EMPLOYEE NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_ SEX: M \_\_\_ F \_\_\_

2. HOME ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

3. DATE OF ACCIDENT: \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_ DAY OF WEEK: \_\_\_\_\_ TIME: \_\_\_\_\_ AM \_\_\_ PM \_\_\_

4. PLACE ACCIDENT OCCURRED: \_\_\_\_\_

5. DATE DISABILITY BEGAN: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

6. **Brief Description of Accident:** (Please state what employee was doing at the time of accident, whether injured person slipped, fell, was struck, etc., and whether there were any objects or other people involved in the accident)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. **Nature of Injury and Parts of the Body Affected** (i.e., "Injury to Chest," etc.)

\_\_\_\_\_

\_\_\_\_\_

8. Witness(es) to the Accident: (Statements Required) \_\_\_\_\_

9. Was CV Medical Care Provided: \_\_\_\_\_ Name of CV Medical Staff Provider: \_\_\_\_\_

Date and Time Seen by CV: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ at \_\_\_\_ : \_\_\_\_ AM / PM

10. CV Medical Personnel Observation and Treatment Provided: \_\_\_\_\_

\_\_\_\_\_

11. Was Medical Care Refused? \_\_\_\_\_ If YES, give reason: \_\_\_\_\_

12. Name & Address of Physician Seen: \_\_\_\_\_

13. Name & Address of Hospital Used: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_ Date Report Filed: \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_

**PLEASE NOTE: All questions must be answered and Witnesses' Statements collected before this report is submitted to the Superintendent for signature.**

**Administrative Signatures:**

\_\_\_\_\_  
Principal / Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent of Schools

\_\_\_\_\_  
Date

cc: A. Gyetua-Danquah, M. Maddox (original), P. Budd, Y. Brooks, P. Nasarat