Accident Logs

PowerSchool has been customized with a new page to log accidents that occur during the school day.

Logging an Accident

To Log an accident incident for a student:

Navigation: Start page > Select Student > `Health` > `Accident Logs` tab

1. Click `New Record`.

Note: If there are multiple accidents to log for the student, click `New Record` again. Previously entered accident logs appear under the `New Record` screen.

Accident Logs

Enter the following information:

- **`Date of Incident`**
- **`Incident Type`** – select from the predefined list. The state can define additional incident types if needed.
- **`Injury Description`** – enter a short description of what happened
- **`On School Premises`** – select **Yes** to indicate the accident occurred on school grounds.
- **`How/Where`** – enter a short description of how and where the accident occurred.
- **`Location`** – select a location from the predefined list.
- **`First Aid?`** – select **Yes** or **No** from the drop-down.
- **`First Aid Provided`** – enter a description of the first aid provided.
- **`Parent Notified?`** – select **Yes** or **No**. If **Yes**, enter the parent name in the Parent Name field.
- **`Police Called?`** – select **Yes** or **No**.
- **`Sent Home`** – select **Yes** or **No**.

2. Click **Submit**.

Important: Logs are listed chronologically from earliest to most recent. The order cannot be changed.

Adding Additional Contact Information

After submitting the initial accident log, complete the additional contact and treatment options. The contact record details everything about the call. To add contact information:

1.   Click `Add Contact` then click **New Record.**

Enter the following:

- `Contact Date` – enter the date contact was made
- `Who Was Contacted` – enter the name of the person contacted
- `Type` – enter how contact was made (e.g. phone)
- `Contacted By` - who made the contact
- `Narrative` – enter any notes about the conversation

Repeat Step 2 to add additional contact information or click the `Undo` button to remove a record.

2.   Click `Submit.`

> **Warning:**   The yellow bar at top of the `Student Accident Contacts` record indicates that the record is not saved. You must click the `Submit` button to save the record.
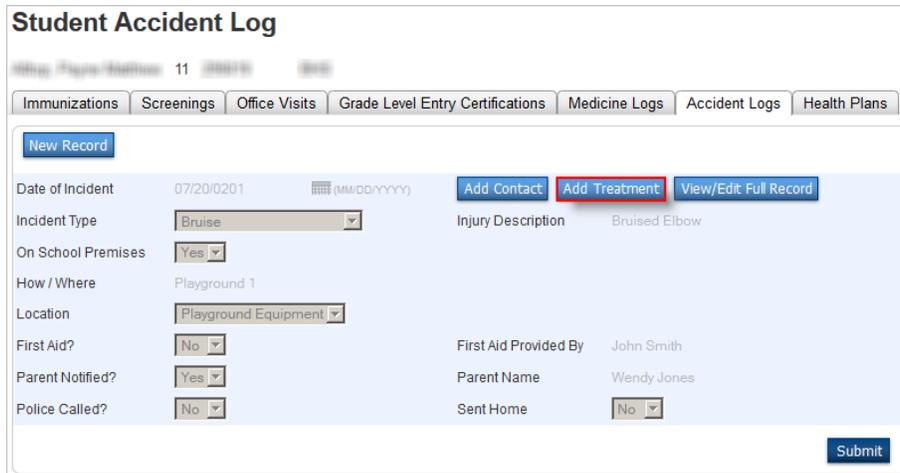
3.   Click `Return to Accident Page` to return to the main `Student Accident Log` page.

Adding Treatment Options

The treatment record details everything about the treatment given to the student. To add treatment options:

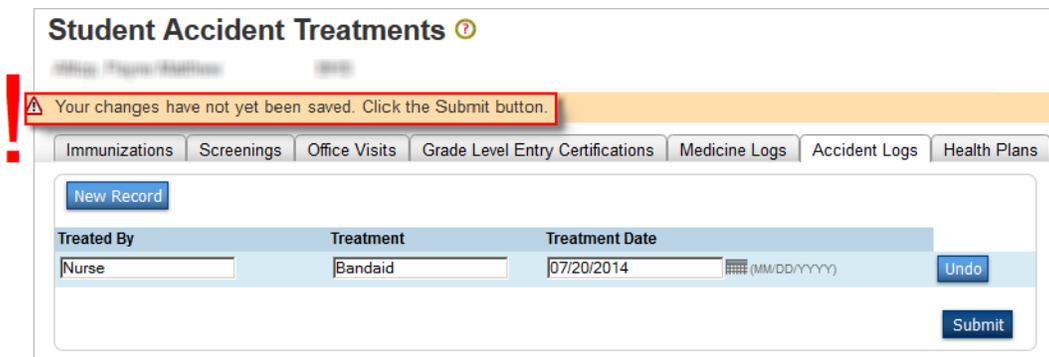**1.** Click `Add Treatment` then click `New Record`.

Enter the following:

- `Treated By` – enter name of person providing treatment
- `Treatment` – enter what treatment was provided
- `Treatment Date` – enter date treatment was provided

Note: Repeat Step 1 to add additional treatment information or click the **Undo** button to remove a record.

2. Click `Submit`.

> **Warning:** The yellow bar at top of the `Student Accident Treatments` record indicates that the record is not saved. You must click the `Submit` button to save the record.
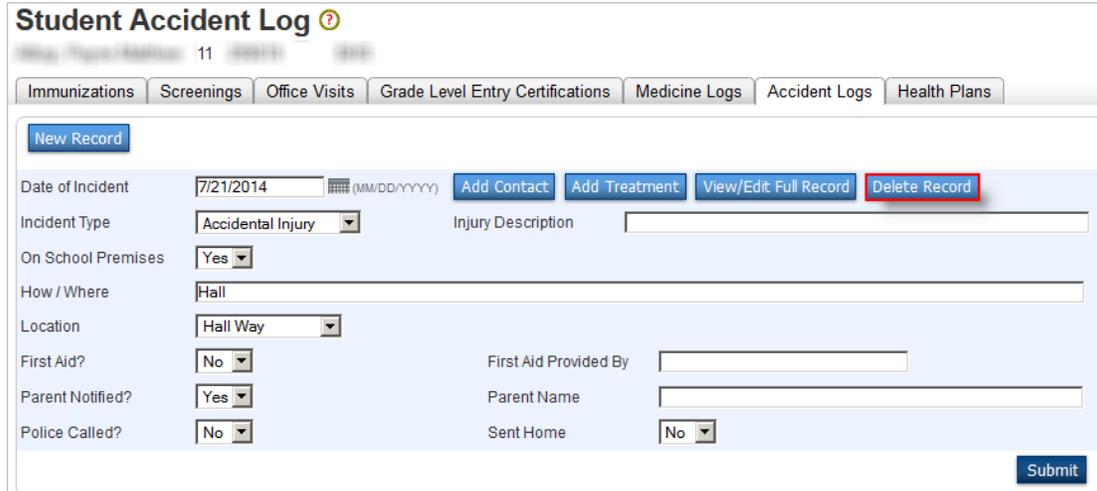
3. Click `Return to Accident Page` to return to the main `Student Accident Log` page.

4.   Click **View/Edit Full Record** to view more information about the accident.
5.   Click **Submit** to save the additional information.
6.   Navigate back to the `Student Accident Log` page.

Deleting an Accident Record

To delete an accident record, select the record to be deleted and click `Delete Record`.