

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**.

Student Accident Log
 (View Page Settings) 11 2018 8:45

Immunizations | Screenings | Office Visits | Grade Level Entry Certifications | Medicine Logs | **Accident Logs** | Health Plans

New Record

Date of Incident: 07/21/201 (MM/DD/YYYY)

Incident Type: Bruise Injury Description: Bruised Elbow

On School Premises: Yes

How / Where: Playground 1

Location: Playground Equipment

First Aid?: No First Aid Provided By: John Smith

Parent Notified?: Yes Parent Name: Wendy Jones

Police Called?: No

Sent Home: No

Undo Submit

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.

New Record

Date of Incident: [] (MM/DD/YYYY)

Incident Type: Select Injury Description: []

On School Premises: Yes

How / Where: []

Location: Select

First Aid?: No First Aid Provided By: []

Parent Notified?: Yes Parent Name: []

Police Called?: No

Sent Home: No

Undo

Previously added record

Date of Incident: 07/20/201 (MM/DD/YYYY) Add Contact Add Treatment View/Edit Full Record

Incident Type: Bruise Injury Description: Bruised Elbow

On School Premises: Yes

How / Where: Playground 1

Location: Playground Equipment

First Aid?: No First Aid Provided By: John Smith

Parent Notified?: Yes Parent Name: Wendy Jones

Police Called?: No Sent Home: No

Submit

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.

Accident Logs

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**.

The screenshot shows the 'Student Accident Log' interface for a student named Alltop, Payne Matthew at BHS. The 'Accident Logs' tab is selected. A 'New Record' button is visible. The form contains the following fields: Date of Incident (07/20/2014), Incident Type (Bruise), Injury Description (Bruised Elbow), On School Premises (Yes), How / Where (Playground 1), Location (Playground Equipment), First Aid? (No), First Aid Provided By (John Smith), Parent Notified? (Yes), Parent Name (Wendy Jones), Police Called? (No), and Sent Home (No). A red box highlights the 'Add Contact' button.

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.

The screenshot shows the 'Who Was Contacted' form. It contains the following fields: Contact Date (07/20/2014), Who Was Contacted (Wendy Jones), Type (Phone Call), Contacted By (John Smith), and Narrative (Discussed the incident). There are 'Undo' buttons for each field and a 'Submit' button at the bottom right.

2. Click **Submit**.

The screenshot shows the 'Student Accident Contacts' form for Alltop, Payne Matthew at BHS. A yellow warning bar at the top states: 'Your changes have not yet been saved. Click the Submit button.' The form contains a table with one record: Contact Date (07/20/2014), Who Was Contacted (Wendy Jones), Type (Phone Call), Contacted By (John Smith), and Narrative (Discussed the incident). A red box highlights the 'Submit' button.

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.

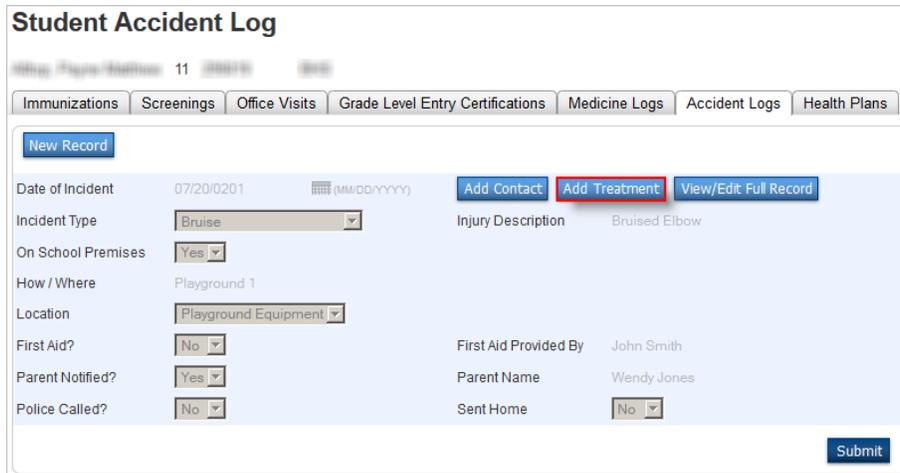
3. Click **Return to Accident Page** to return to the main **Student Accident Log** page.

Accident Logs

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**.



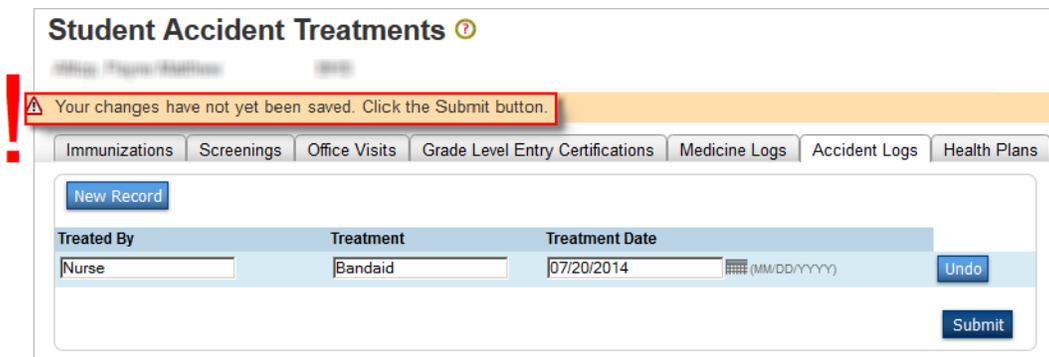
The screenshot shows the 'Student Accident Log' interface. At the top, there are navigation tabs: Immunizations, Screenings, Office Visits, Grade Level Entry Certifications, Medicine Logs, Accident Logs, and Health Plans. Below the tabs is a 'New Record' button. The main form contains several fields: Date of Incident (07/20/2014), Incident Type (Bruise), On School Premises (Yes), How / Where (Playground 1), Location (Playground Equipment), First Aid? (No), Parent Notified? (Yes), Police Called? (No), Injury Description (Bruised Elbow), First Aid Provided By (John Smith), Parent Name (Wendy Jones), and Sent Home (No). The 'Add Treatment' button is highlighted with a red box.

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**.



The screenshot shows the 'Student Accident Treatments' interface. At the top, there are navigation tabs: Immunizations, Screenings, Office Visits, Grade Level Entry Certifications, Medicine Logs, Accident Logs, and Health Plans. Below the tabs is a 'New Record' button. The main form contains several fields: Treated By (Nurse), Treatment (Bandaid), and Treatment Date (07/20/2014). The 'Submit' button is highlighted with a red box. A yellow warning bar at the top of the form reads: 'Your changes have not yet been saved. Click the Submit button.'

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.

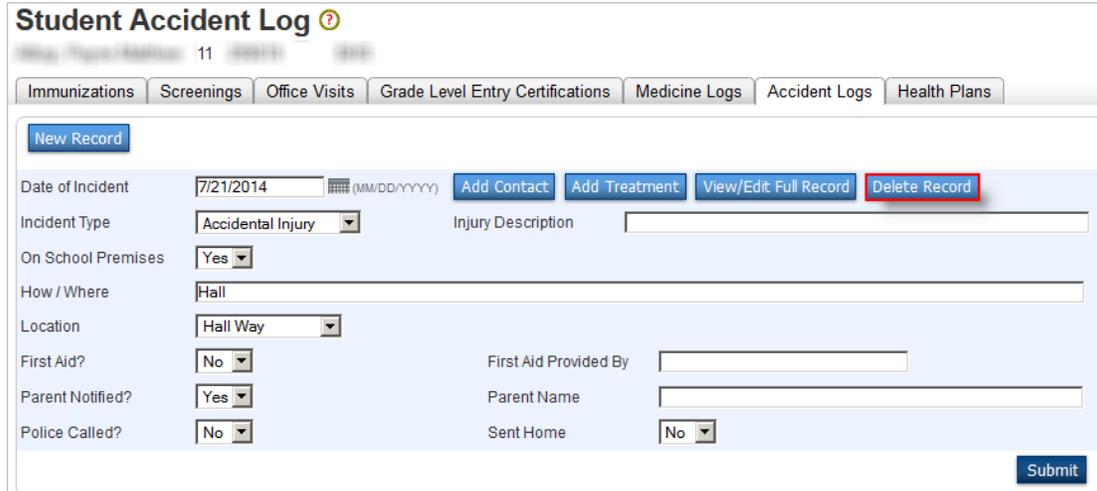
3. Click **Return to Accident Page** to return to the main **Student Accident Log** page.

Accident Logs

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**.



The screenshot shows the 'Student Accident Log' interface. At the top, there are navigation tabs for 'Immunizations', 'Screenings', 'Office Visits', 'Grade Level Entry Certifications', 'Medicine Logs', 'Accident Logs', and 'Health Plans'. Below the tabs is a 'New Record' button. The main form area contains several fields and buttons. The 'Date of Incident' field is set to '7/21/2014'. To its right are buttons for 'Add Contact', 'Add Treatment', 'View/Edit Full Record', and 'Delete Record'. The 'Delete Record' button is highlighted with a red border. Other fields include 'Incident Type' (Accidental Injury), 'Injury Description', 'On School Premises' (Yes), 'How / Where' (Hall), 'Location' (Hall Way), 'First Aid?' (No), 'First Aid Provided By', 'Parent Notified?' (Yes), 'Parent Name', 'Police Called?' (No), and 'Sent Home' (No). A 'Submit' button is located at the bottom right of the form.

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