



**Grosse Pointe Public School System
Department of Human Resources**

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Grosse Pointe Woods, MI 48236
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Dr. Roy Bishop, Deputy Superintendent of Educational Services
Nicole Pilgrim, M.Ed. SHRM-CP, Director of Human Resources

Accident Report

An accident report should be completed as soon as persons involved have been cared for and a copy sent immediately to the Administration Building. Reports covering a student or visitor should be sent to the Department of Support Services and reports covering any member of the staff should be sent to the Human Resources Department. In the event of serious injury the Principal should also notify the Superintendent.

NAME OF PERSON INJURED _____

OCCUPATION: TEACHER PLANT SECRETARY VISITOR OTHER _____

ADDRESS _____ PHONE _____

DATE OF ACCIDENT _____ TIME ACCIDENT OCCURRED _____

WHERE ACCIDENT OCCURRED _____

DESCRIPTION OF ACCIDENT _____

WITNESSES:

NAME _____	ADDRESS _____	PHONE _____
NAME _____	ADDRESS _____	PHONE _____
NAME _____	ADDRESS _____	PHONE _____

DESCRIPTION OF INJURY _____

TREATMENT ADMINISTERED BY _____

DOCTOR'S ADDRESS _____ TIME OF SERVICE _____

PERSON NOTIFIED _____

INJURED PERSON TAKEN: HOME HOSPITAL If HOSPITAL, LIST NAME _____

CONVEYANCE USED _____ PERSON ACCOMPANYING _____

BIRTHDATE _____

MARITAL STATUS _____ NUMBER OF DEPENDENTS UNDER 16 _____

OTHER FAMILY MEMBERS OR RELATIVES AT LEAST 50% SUPPORTED _____

WHAT ACTION WOULD YOU RECOMMEND TO PREVENT REOCCURRENCE? _____

Submitted by: _____