Process for Student Injury Reporting

Injury occurs at school / school transportation / school sponsored activity

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Provide necessary treatment and notify parents

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Is this an Interscholastic sport / JROTC / Native Youth Olympics / High School Dance Team / School to Work injury / Sports Conditioning & Instructional Camp?

NO ↓ ↘ YES

Complete **Student Injury/Occurrence** report via PowerSchool or with paper version and submit to Risk Management via PowerSchool, ReportClaims@fnsb.gov or in-house mail.

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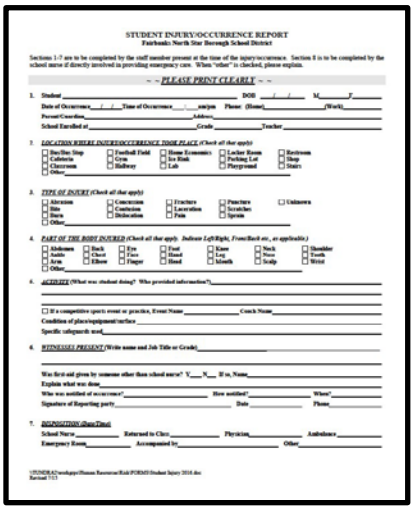
STUDENT INJURY/OCCURRENCE REPORT
Fairbanks North Star Borough School District

OR

Complete **Student Injury/Occurrence report** via PowerSchool or with paper version **AND Part A of Myers-Stevens claim form**. Copy partially completed claim form then send to Risk Management. Original partially completed claim form goes to parents. Parents mail directly to Myers-Stevens to file a claim.

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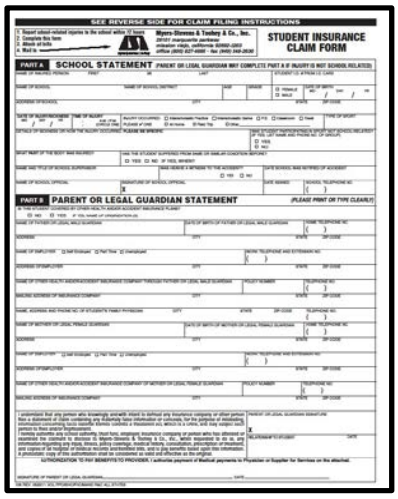
STUDENT INSURANCE CLAIM FORM
PART A SCHOOL STATEMENT
PART B PARENT OR LEGAL GUARDIAN STATEMENT

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Please call Risk Management immediately to report any serious injury—the following are always considered serious:

1. Ambulance calls
2. Other Major injuries - probable fractures, unconsciousness, heavy bleeding.
3. Head injury with any sign of concussion present
4. Unusually upset or angry parent (parents may also be advised to call Risk Management
5. Major safety factor - fire, equipment failure, weapon involved, more than one person injured.
6. Blood Borne Pathogen