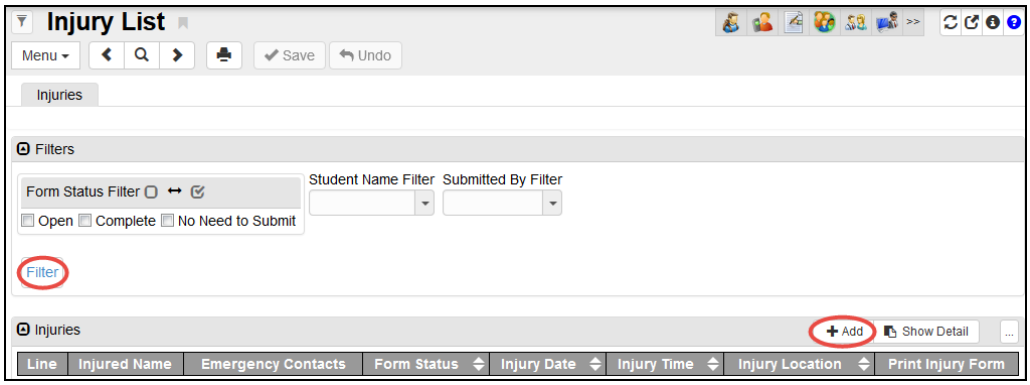
=*Warning* =*Timesaver* =*Note*

Add Injury

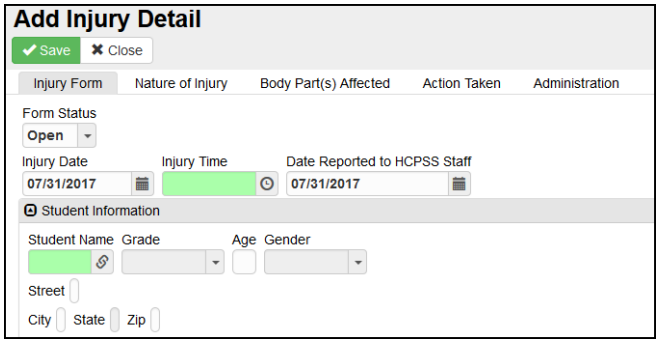
1. In the PAD Tree, expand the **Howard County Public Schools** > **Injury** folder.

2. Click on the **Injury List** link. The list displays all of the injuries reported by the user. A user cannot see injuries reported by others. Use the Filters to view specific injuries.

NOTE: You can filter by **Status**, **Student** or **Submitted By**. Enter the appropriate search information and click the **Filter** button.



3. In the **Injury List** grid, click on the **Add** button. The **Add Injury Detail** window displays. There are five tabs for the injury information:



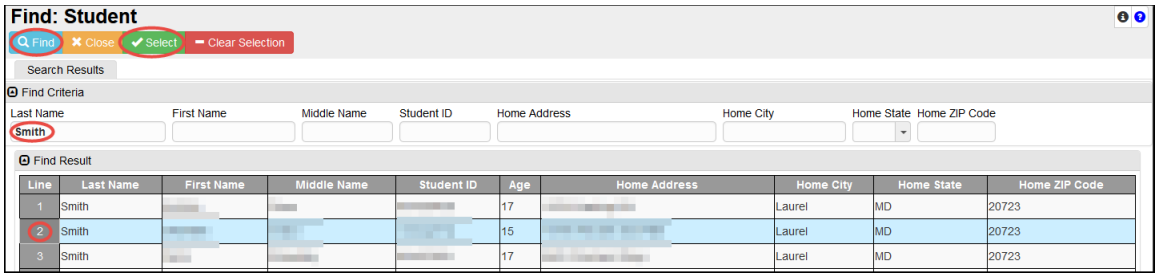
- **Injury Form** – used to capture the student and incident information
- **Nature of Injury** – used to capture injury type.
- **Body Part(s) Affected** – used to capture areas impacted.
- **Action Taken** – used to capture medical and sports information.
- **Administration** – used by administration to verify the incident.

4. By default, the **Form Status** is set to **Open**. Edit the Form Status if necessary. The status options are:

- **Open** – The injury incident is being entered or still being reviewed.
- **Complete** – The injury incident has been reviewed and verified by an administrator.
- **No Need to Submit** – If you select this status, a text field displays. You must type a reason as to why the form will not be submitted.

5. Enter the **Injury Date**, **Injury Time**, and **Date Reported to HCPSS Staff**. The Injury Date and Date Reported default to the current date, but they can be edited as necessary.

6. In the **Student Information** section, click the lookup icon for the **Student** field. The **Find: Student** page displays.



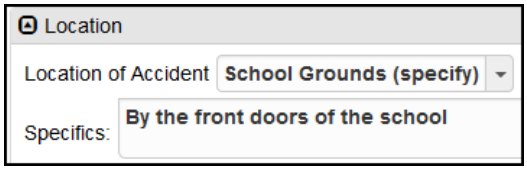
7. Enter the student's name in the fields provided and click the **Find** button.

8. Select the row for the appropriate student. The row will turn blue.

9. Click the **Select** button. You will return to the **Add Injury Detail** window, and the student's Grade, Age, and address will populate automatically. The Gender will display once you save.

10. In the **Descriptions and Statements** section, complete the questions as appropriate.

11. Select the **Location of Accident**.



NOTE: If you select a location option with the word **(specify)** in the title, a field displays. Enter the specific information in the text field provided.

NOTE: If you select a location indicating a type of transportation, e.g., School Bus, indicate if the injury was **Coming From School** or **Going to School**.

12. Click on the **Nature of Injury** tab.

13. In the **Nature of Injury** section, select all of the types that apply.

NOTE: If you select **Other**, the **Other Injury Type** field displays. Complete this field as appropriate.

14. In the **Anticipate > 15 days absences from this incident?** field, select **Yes** or **No** as appropriate.

15. In the **Number of days absent due to this injury** field, enter the days absent if known.

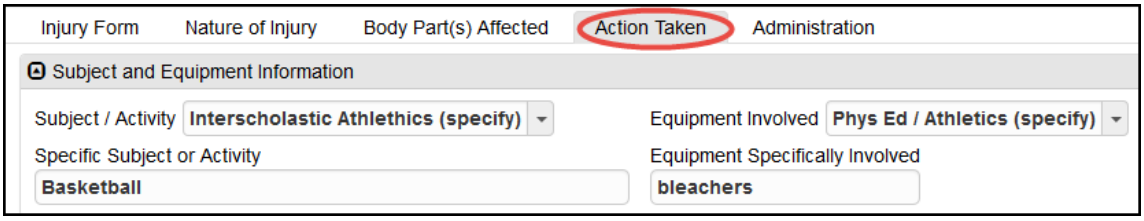
NOTE: You can complete this field later if you do not have that information now.

16. Click the **Body Part(s) Affected** tab.

17. Select the check boxes for all of the appropriate body parts impacted.

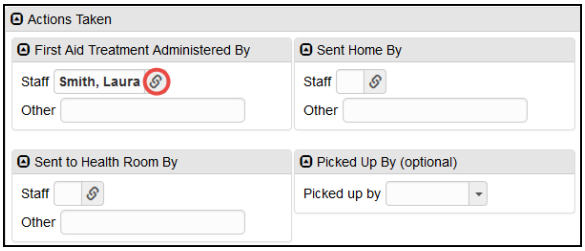
18. Click the **Action Taken** tab.

19. In the **Subject** and **Equipment Information** section, select the appropriate **Subject/Activity** and **Equipment Involved**. Enter the specific information in the text field that displays.



20. In the **Actions Taken** section, click the lookup icon for each of the **Staff** fields. There are three Staff fields to complete:

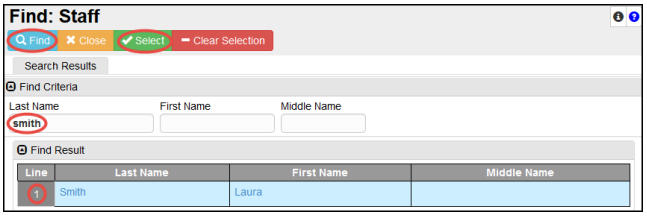
    - **First Aid Treatment Administered By**
    - **Sent Home By**
    - **Sent to Health Room By**



21. Enter the staff member's name in the fields provided and click **Find**.

22. Click the line number for the appropriate staff member. The row will turn blue.

23. Click **Select**. You will return to the **Add Injury Detail** window.

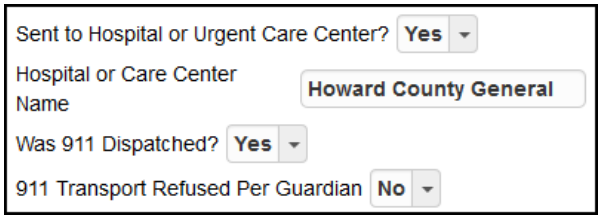


NOTE: If the person is not a staff member at the school, enter the person's name in the **Other** field.

24. In the **Picked Up By** field, select the person who picked up the student.

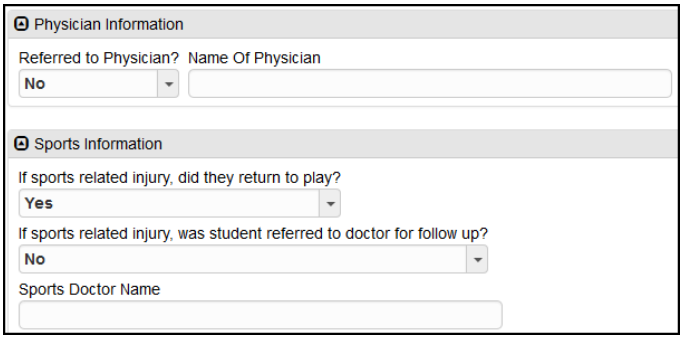
25. Indicate if the student was **Sent to Hospital or Urgent Care Center**. If yes, enter the **Hospital or Care Center Name**.

26. Select the appropriate answer for **Was 911 Dispatched?** and if **911 Transport Refused Per Guardian**.

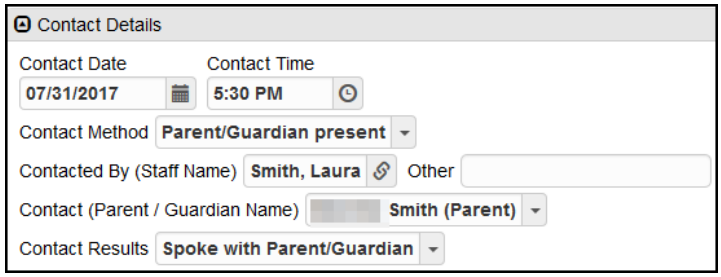


27. Indicate if the student was **Referred to Physician?** If yes, enter the **Name of the Physician**.

28. If the student is involved in sports, enter the information as appropriate.



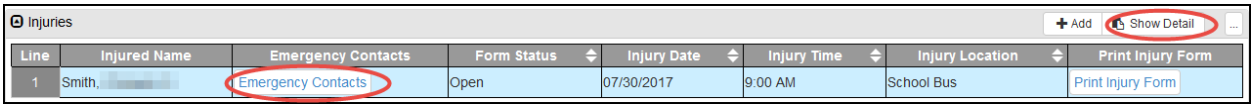
29. In the **Contact Details** section, enter the **Contact Date** and **Contact Time**.
30. Select the appropriate **Contact Method**.
31. Click the **Contacted By (Staff Name)** lookup icon. In the **Find: Staff** window, search for and select the name of the staff member who contacted the parents. If the person who contacted the parents is not a staff member, enter that person's name in the **Other** field.



32. In the **Contact (Parent/Guardian Name)** field, select the parent or guardian contacted. Only those parents/guardians listed on the student's record will be available.
33. Select the appropriate **Contact Results** option.
34. Enter the name of the **Person in charge when accident occurred (name)**.
35. Indicate if the **Person in charge present at scene?**
36. Click **Save**. The **Administration** tab is completed by an administrator after the injury information is reviewed.

View/Edit Injury

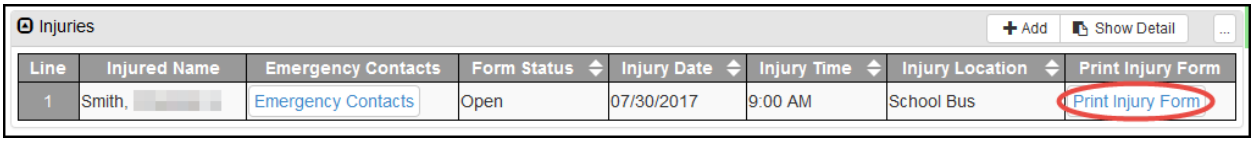
1. Access the **Injury List** page. Use the Filters to locate the specific injury if necessary.
2. Click on the **Emergency Contacts** link to see the student's emergency contacts.
3. Click on the line number for the injury to view.



4. Click the **Show Detail** button.
5. Review the information on each tab and edit the information as necessary.
6. Click **Save** if any changes were made.

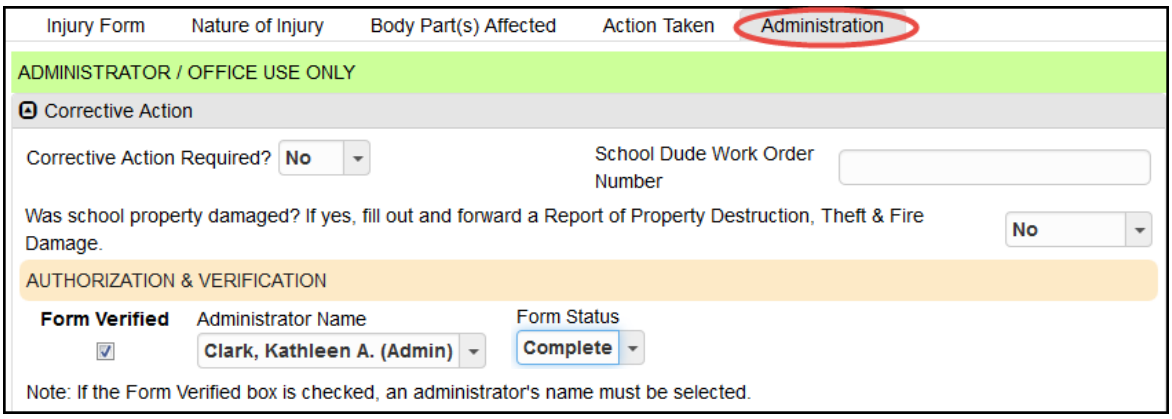
Print Injury Form

1. Access the **Injury List** page. Use the Filters to locate the specific injury if necessary.
2. Click the **Print Injury Form** for the appropriate injury record.



Verify Injury

1. Access the **Injury List** page. Use the Filters to locate the specific injury if necessary.
2. Click on the line number for the injury to verify.
3. Click the **Show Detail** button.
4. Review the information on each tab.
5. Click the **Administration** tab.



6. In the **Corrective Action** section, indicate if **Corrective Action Required?**
7. Indicate if there **Was school property damaged?**
8. Enter the **School Dude Work Order Number** if appropriate.
9. In the **Authorization & Verification** section, select the **Form Verified** check box to verify the injury form as complete.
10. Select the appropriate **Administrator Name**.
11. Select the **Form Status** of **Complete**.
12. Click **Save**.