

# Adverse Events Reporting Form

February, 2010

*The school nurse or the school nurse leader/supervisor of the school district is required to report the following adverse events to the public health Regional Health Officer or School Health Advocate in his/her respective public health Region. Reporting should occur within 24 hours in the event of (1) or (2) or within 3 working days in the event of (3) or (4) below.*

- (1) Death of a student or school staff member that occurs during school hours, on school grounds, or while on a school-sponsored activity.
- (2) Known completed suicide of a student.
- (3) Delivery of an infant on school grounds.
- (4) Medication error resulting from the action of a school nurse or other school staff and requires an ambulance to be called or requires the student to be transported to an emergency room or urgent care facility.

## SCHOOL NURSE REPORT

Date of Report:		Date of Adverse Event:	
School District:		School Name:	
Name of School Nurse:			
Name/Title of Person Reporting Event:		Contact Information:	
Student Date of Birth & Age:	Ethnicity/Race:		Gender:
<b>Adverse Event:</b> <input type="checkbox"/> Death <input type="checkbox"/> Suicide <input type="checkbox"/> Infant birth <input type="checkbox"/> Medication error	<b>Description of Adverse Event and School/Community Response:</b>          		
<b>Outcome for Student:</b> <input type="checkbox"/> ER/Urgent Care Visit <input type="checkbox"/> Hospitalized <input type="checkbox"/> Death <input type="checkbox"/> Other _____			

<b>Public Health Regional Use Only:</b>		Public Health Region: _____
<input type="checkbox"/> RHO Notified	<input type="checkbox"/> SHA Notified	<input type="checkbox"/> SMHA Notified
<input type="checkbox"/> OSAH Administration Notified Action by Regional staff:		
<b>School Health Officer Use Only:</b>		