

## I. Accident report explanatory notes for children in day care or pre-school language support, school pupils and students

<b>Who</b> has to report the accident?	<b>Employers</b> (non-personnel cost unit) or the school authority, where this is not the employer. They can also authorise persons to file the accident report. In schools and day care facilities, this is usually the head of the school or facility.
<b>When</b> does an accident have to be reported?	Accidents resulting from an activity related to visiting the school/facility and commuting accidents (e.g. accident on the way between home and the school/facility) must be reported if they require <b>medical treatment</b> or result in <b>death</b> .
Where does the accident report have to be sent to?	- The appropriate accident insurance provider. - <b>One copy</b> is kept for archiving in the school/facility.
<b>Who</b> needs to be informed?	Insured persons (in the case of minors, their legal guardian(s)) must be informed of their right to request a copy of the accident report.
<b>How</b> must the accident report be filed?	By post or online, if the accident insurance provider offers this option.
Within what <b>timeframe</b> must the accident report be completed and sent off?	<b>Within 3 days</b> of being informed of the accident.
What has to be taken into account in the case of <b>serious</b> accidents, multiple casualty accidents and fatal accidents?	Fatal accidents, multiple casualty accidents and accidents causing serious damage to health must be reported <b>immediately</b> by telephone, fax or e-mail to the appropriate accident insurance provider.

## II. Explanatory notes on individual questions in the accident report for children in day care or pre-school language support, school pupils and students

- 2 Specify the body/individual responsible for the school/facility, e.g. local authority, town/city.
- 3 Enter the company number (membership number), if assigned by the accident insurance provider.
- 14 The statement on how the accident occurred should detail the accident and the circumstances: Where, how, why, under what circumstances? Was/were any equipment, vehicles or hazardous substances involved? Details should in particular be given with regard to the following:
  - Location in which the accident occurred, e.g. corridor, schoolyard, seminar room, sports hall
  - Type of lesson/event, e.g. regular lesson, Federal Youth Games, school trip, remedial lesson, lunchtime supervision
  - What caused the accident, e.g. fell off a bicycle, slipped on the floor, collided with another pupil, scuffle/fight among pupils, tripped on the stairs, injured by snowball
  - Special circumstances, e.g. packed snow, wet ground or leaves, handling of hazardous substances

In the case of school sports accidents, the type of sport and type of lesson/event (compulsory lesson, team work, compulsory elective lesson, elective lesson, school sports competition) must be stated.

You can continue the account of the accident on the back of this page or on a supplementary sheet.

15 Examples: right forearm, left index finger, left foot and right side of the head

16 Examples: bruising, fracture, sprain, burn, laceration, cut