

Adverse Events Reporting Form

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), (4), (5) or (6) below.

- (1) Any death of a student or staff member that occurs during school hours or on school grounds.
- (2) Any known suicide attempt (including completed or suspected) of a student, including those occurring after hours or during school vacation.
- (3) Any delivery of an infant on school grounds.
- (4) Any medication error as the result of a school nurse or other school staff action that requires an ambulance to be called or requires the student to be transported to an emergency room or urgent care facility.
- (5) Any error involving vaccine administration
- (6) Any untoward event with the potential of impacting physical or mental health of the school community.
- (7) Administration of emergency medication resulting in activation of EMS:

prescribed or stock Specify medication: _____

INFORMATION TO REPORT:

| | |
|---|------------------------|
| Date of Report: | Date of Adverse Event: |
| School District: | School: |
| Name of School Nurse: | |
| Name/Title of Person Reporting Event: | |
| Age of Student Involved: | |
| Description of Adverse Event: | |
| School/District Response & Outcome: <i>Please include information such as mobilization of EMS or crisis teams, etc.</i> | |