

Incident Report Writing for Students

Header Information

Date: February 12, 2025

Time: 10:30 AM

Location: Main Hallway, Lincoln High School

Reported by: Sarah Miller, School Nurse

Description of the Incident

On the morning of February 12, during a busy class changeover at Lincoln High School, Emily Johnson, a sophomore, suffered a slip-and-fall accident in the main hallway near Classroom 101. The incident occurred at approximately 10:15 AM when Emily slipped on a wet, unmarked section of the flooring. This area of the hallway, known for high foot traffic, had not been properly marked as hazardous, leading to the accident. Emily reported that she did not see the wet floor as she was walking with her classmates, which resulted in her falling backwards and sustaining injuries.

Parties Involved

- **Emily Johnson:** Injured student, sophomore at Lincoln High School.
- **John Smith:** Eyewitness, classmate of Emily, present during the incident.
- **Laura White:** Biology teacher, first on the scene to provide aid.
- **Maintenance Staff:** Notified following the incident for cleanup and safety assessment.
- **School Administration:** Informed of the incident for review and follow-up actions.

Actions Taken

The school nurse, Sarah Miller, responded immediately upon notification of the incident. Emily was assessed for injuries, revealing a sprained ankle and several

minor abrasions. First aid was administered, and Emily's parents were contacted to inform them of the incident and to recommend further medical evaluation. Meanwhile, maintenance personnel addressed the wet floor by mopping up the water and placing conspicuous warning signs around the area to alert other students to the hazard. The school administration began a review of the incident to evaluate current safety protocols.

Recommendations for Future Prevention

1. **Immediate Marking of Hazards:** Quick placement of warning signs following any spills or detected hazards in high-traffic areas.
2. **Regular Safety Inspections:** Increased frequency of hallway inspections, especially during times known for high student activity, such as class changes.
3. **Safety Training for Staff and Students:** Regular training sessions on safety awareness and proper reporting protocols for all school community members.
4. **Improvements in Communication:** Streamlining communication channels between maintenance, faculty, and administration to enhance responsiveness to potential hazards.
5. **Infrastructure Upgrades:** Evaluation and installation of non-slip flooring in critical areas known for frequent spills or wet conditions.

Attachments

- **CCTV Video:** Provides a visual account of the incident, showcasing the lack of hazard warnings and the moment of the fall.
- **Medical Report from School Nurse:** Documents the initial medical assessment and treatment provided to Emily immediately following the incident.
- **Statements from Witnesses:** Detailed accounts from John Smith and Laura White, as well as additional comments from other students and staff who

witnessed or responded to the incident, highlighting the sequence of events and the conditions leading to the accident.

- **Maintenance Report:** A follow-up report from the maintenance team detailing the actions taken post-incident and recommendations for preventing similar occurrences.