

2019

Risk Management Plan



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2. Introduction

2.1 Plan Purpose

This Risk Management Plan (RMP) is developed for Christopher High School Interscholastic Athletic Programs. The purpose of this plan is to establish an approach to monitoring, evaluating, and managing risks that may occur during athletic activities. A risk is an uncertain event or condition that, if it occurs, has a negative effect on the project's objectives. The Christopher High School RMP plan will have procedures and policies set in place to identify these risks, have layers of protection to control the risks, and management to monitor and control these risks from occurring to reduce the chance of liability..

3. Description of the Organization

3.1 CHS Athletic Mission Statement

The Christopher High School Athletic Department is committed to providing each athlete with opportunities to grow as a complete person and to better meet the obstacles faced in today's society. The CHS Athletic Program values competition that builds each player's self-esteem through preparation, determination, focus, commitment and sportsmanship. It is our mission to provide each athlete with the opportunity to play at a competitive level as well as to experience and develop life skills such as leadership, teamwork, and discipline to develop favorable habits and attitudes that will prepare them for adulthood.

3.2 CHS Athletic Philosophy

The Interscholastic athletic program shall be conducted in accordance with existing California Interscholastic Federation and the Gilroy Unified Board of Education rules and regulations. While the Athletic Department takes great pride

in winning, it does not condone “winning at all cost!” The GUSD Board and CHS Athletic Department discourages any and all pressures, which might tend to neglect good sportsmanship and positive mental health or disrupt the purpose of the athletic program in the Gilroy Unified School District. At all times the athletic program must be conducted in such a way as to justify it as an educational activity.

3.3 Overview of Athletic Programs offered at CHS

Christopher High School offers a variety of athletic activities for both the boys and girls. The High School is a member of the Monterey Bay League in the Southern Conference of the Central Coast Section. Championships are awarded in both boys' and girls' sports. The following interscholastic sports are offered at Christopher High School. Information may be obtained at the Athletic Office, on the CHS Athletics website, or from the coach of the particular sport.

Boys

Football Basketball Track/Field Wrestling Volleyball Water Polo
Baseball Lacrosse Cross Country Soccer Swimming/Diving Golf Badminton

Girls

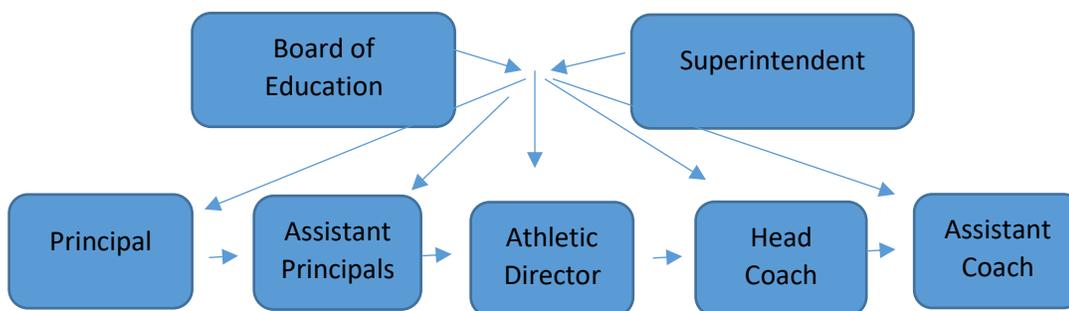
Basketball Softball Volleyball Track/Field Gymnastics Badminton
Cross Country Tennis Soccer Swimming Golf Water Polo

3.4 Clientele Served

Christopher High School serves students from grades 9-12 as well as parents and booster club members of students enrolled in the school.

3.5 Organizational Structure

The Board of Education and the Superintendent begin the organizational structure of the district. District wide rules and policies are set in place according to decisions made by the Board of Education and Superintendent and passed down to school Principals who are responsible for implementing policies in their appointed location. The Athletic Director is responsible for implementing all policies involving school athletics and overseeing all coaches in the district. The head coach of each district sport has the responsibility to oversee each assistant that works under their designated sport. Contacts for the Christopher High School Administration and personnel can be found in Appendix A.



3.6 Financial Resources

3.6.1 Relations with Booster Organizations

The CHS Athletic Department recognizes that the endeavors and objectives of booster organizations can be a valuable means of stimulating interest and endorsement for the success of all programs. The Booster organization must abide by all District policies and rules and work as an independent group from Christopher High School Athletics.

3.6.2 Purchasing Guidelines

Monies in each team ASB account may not be expended except upon a warrant drawn against a specific appropriation and against a specific fund. Therefore, no contract or purchase order for the expenditure of money will be made unless there is a requisition certifying that the money required to meet the contract or purchase order has been appropriated and is in the treasury, or is in the process of collection, and is free from previous encumbrance. Purchasing procedures are designed to ensure best practices and avoid risks associated with finances. A copy of the CHS ASB Requisition Worksheet can be found in Appendix B

4. Personnel

4.1 Hiring

Managing risk in the hiring process can be a challenging task for a school's Board of Education and Administration. Having the right resources and experience to properly conduct a background screening or an investigation is vital. When filling a vacated or newly added position, the steps taken to find the replacement is very important in the overall risk management of the school district. Follow all hiring procedures and practices and advising all candidates of their duties as an employee of the district will decrease the likelihood of risks that may occur from the hiring process. All applicants applying for a Head Varsity position must submit an application to the District Human Resources Department. The District HR Department will screen all applicants and forward those eligible to the site Principal. A committee will conduct formal interviews of all applicants

and make a hiring decision. Assistant and lower level coaches will be interviewed by the site Athletic Director who will then begin the rest of the clearance process.

4.2 Hiring Procedure

4.2.1 Equal Opportunity Employment

The District provides equal opportunities for employment, retention and advancement of all personnel. It is the duty of the hiring committee to follow all procedures with a commitment to the concept of equal opportunity for all new hires regardless of race, ethnicity, national origin, ancestry, religion, sex, economic status, age, military status or disability when offering a position with the district to avoid possible risks occurring.

4.2.2 Criminal Records Check

The district hiring committee will require all candidates to clear a fingerprint background check under final consideration for employment or appointment in the District. The committee may employ persons on the condition that the candidate submit to and pass a criminal records check in accordance with State law.

4.2.3 Volunteers

It is very important that all volunteers appointed to the district follow all District policies. All volunteer coaches must gain District clearance before having any contact with student-athletes. All coaches must complete all school and state requirements to coach at any level.

4.3 Orientation Process

An important step in reducing risks in the District is to properly train and provide complete orientation for all employees. Orientation of employees will cover job descriptions, risk management, performance and disciplinary procedures, employee handbook policies and overall duties and responsibilities. It is the responsibility of the Athletic Director to implement the orientation process to all new hires. Coaches will receive pertinent information at all pre-season coaches meetings for fall, winter, and spring seasons.

4.3.1 Coaches Handbook

It is the responsibility of the Athletic Director to review all the policies and procedures found in the Christopher Coaches Handbook. The handbook will have up to date information regarding District, State and Federal laws.

4.3.2 Evaluation and Discipline Policy

Performance evaluation and disciplinary actions will be discussed during orientation process. The hiring committee and the Athletic Director will explain new hires due process procedures to follow and coaching credentials needed for effectiveness rating.

5. Conduct of Athletics and Activities

5.1 Standards of Conduct

All District sports will have a set of standards of practice in place to reduce the risks associated with each activity. All employees and volunteers in the District

must adhere to all policies of professional conduct and to avoid risks inherent to sports and activities.

5.1.1 Proper Instruction

The goals of the instructional program are considered guides rather than limits which are flexible enough to meet the changing needs of both student athlete and society for all grade levels and activities. All employees and volunteers will follow instructional guides to ensure all risks and dangers associated with activity are reduced or negated. All employees and volunteers must exhibit professional behavior at all times. Survey of all equipment and facilities will take place daily and all issues that could lead to injury or loss must be reported.

5.1.2 Warnings and Participation Forms

All students and parents must complete the online athletic registration (clearance process) before participating in any sport. The online athletic clearance process contains information on code of conduct, parent/coach communication guidelines, health risks, insurance verification, and eligibility and participation forms. To avoid any and all risk liabilities, parents and students must sign and date all forms online, as well as the hard copy to turn in to the ASB office.

5.1.3 Mismatch Situations

It is the duty of all coaches in the District to keep all student athletes safe during practices and competitions. Best practices should take place to avoid risks associated with mismatches during all sport activities.

5.1.4 Transportation Policy

When using district transportation, the Athletic Director and Principal's secretary will work together to schedule proper transportation to all students. Gilroy Unified School District requires all volunteer drivers to submit the appropriate paperwork the Athletic Director and/or Transportation Department to get district clearance. Students may not ride to and from a game with any individual who is not cleared through the district.

5.2 Student Zero Tolerance Conduct

When on the court, field, or in the pool, students are expected to conduct themselves in a way that exhibits respect and consideration for the rights of others. Students of the District must conform to school regulations and accept directions from authorized school personnel. A student who fails to comply with school rules puts the school at risk for liability and legal issues. Christopher High School Athletics has a "zero tolerance" policy when dealing with violence, hazing or bullying, and use of controlled substances by its students..

5.2.1 Hazing or Bullying

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. The Athletic Director and all coaches have to duty to protect all students from harassment or intimidation. No employee or volunteer of the District shall encourage, permit, condone, or tolerate any hazing or

bullying activities. Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or violence does not lessen the prohibition contained in the District Policy. All reports or incidents should be reported immediately to the Coach, Athletic Director, School Site Principal, or Assistant Principals for appropriate disciplinary actions.

5.2.2 Tobacco, Alcohol and Drug Usage

Smoking, drinking alcohol and drug usage are not good health practices among the students of this District. Therefore, the Board prohibits the use of tobacco, alcohol and drugs in any form by any student in any area or vehicle under the control of the District or at any activity supervised by any school in the District. It is the duty and responsibility of all coaches to enforce the rules to avoid health risks and liability issues surrounding the use of controlled substance.

5.3 Rule Development and Implementation

It is the duty of the Athletic Director to develop, implement and review all rules governing interscholastic athletic programs in the District. The Athletic Director should work close with all coaches to make sure all required documentation is submitted and that all rules and regulations are up to date and appropriate for the District. It is then the duty of the coaches to post and enforce all new rules to protect the District from foreseeable risks associated with athletics.

6. General Supervisory Practices

6.1 Supervision

Appropriate supervision is the most important step to reducing and eliminating risks or injuries inherent to athletics in the District. The Christopher High School Administration will have mandated supervision by the PCAL Sport By-Laws in Football, Soccer, Basketball, and Volleyball. All coaches, whether supervised by Administration or Admin Designees, shall monitor and supervise all areas of the athletic contest they are in charge of.

6.1.1 Crowd Management

It is important that Christopher High School provides a safe and secure environment for all staff, students and patrons that visit any and all school facilities. Crowd management addresses such issues as capacity of venue, geographic location, demographics of guests, and the type of event to assist with foreseeable risks and assisting in emergencies. Disruptive or unruly fans will be asked by the Administrator in charge or coach to comply with all school and sportsmanship policies. After this initial contact, if the fan(s) are unable to control their behavior, they will be asked to leave the facility. Ejected fans will not be allowed to attend future sporting events until he/she has met with the Athletic Director or Administration in charge. Any disruptions or crowd issues should be directly reported to the Athletic Director and/or the school administration.

6.1.2 Rules and Regulations

During all sporting events, supervisors and coaches have the responsibility and duty to provide all participants, spectators, staff, and

visitors with information on appropriate rules to follow. Announcements will be made to ensure all involved know and understand rules and behave in a manner conducive to School and District policies.

6.1.3 Emergency Care

Appropriate emergency care is vital to eliminating serious medical issues related to sporting events. It is the supervisors obligation to protect all individuals from an unreasonable risk of harm and the responsibility to provide emergency care if injury takes place from unexpected circumstances. Christopher High School provides a Certified Athletic Trainer at most of the home sporting events. The Athletic Trainer's office is located in the main gym foyer. If the Athletic Trainer is unavailable, coaches should contact the Athletic Director and School Administration if an emergency occurs.

6.1.4 Injury Assessment

Appropriate response and procedures will take place during all medical emergencies. All coaches are required by State Law, District, and School policies, to be properly trained in basic first aid, CPR, AED, concussion, and sudden cardiac arrest protocol. Coaches are required to evaluate any student-athlete injuries under their supervision. Given the assessment of the injury, coaches will take the appropriate steps to provide care for the injured student-athlete.

6.1.5 Implementation of Emergency Procedures

The Athletic Director is required to make sure all personnel are aware of changes made to procedures and all staff hold appropriate certification. All personnel must fulfill their duties and responsibilities at all times. There will always be a slight difference in standard of care from one person to another. The bottom line is that an absolute minimum standard of care must be upheld to avoid legal liability.

7. Facilities

7.1 Description of Facilities

No matter how proactive an organization may be in managing risk, a sub-standard facility can be the direct cause of an emergency or injury to a participant. Therefore, based on premises liability, it is essential that all facilities meet or exceed the minimum standards required. All coaches should be able to identify open and obvious dangers. Coaches have the duty to inspect the premises, remove hazards or warn others of their presence, and report all foreseeable dangers to the Athletic Director and/or Administration to keep all participants and patrons safe. Some facilities available at Christopher High School: football stadium, gymnasiums, locker rooms, swimming pool, wrestling room, dance room, and weight room.

7.2 Equipment

In just about every case, equipment is designed and manufactured for use in a specific manner. If these guidelines are not followed, the safety warranty may be

void. All activity supervisors and participants must be made aware of the proper safety standards and conditions of what they are using. Coaches, instructors, and participants should be able to recognize a potential problem with the equipment and report it. Lack of, or improper, maintenance of facilities or equipment is a big liability issue. Four types of equipment that need to be addressed in the planning stages of risk management: facility-related equipment, activity-related equipment, personal protection and apparel equipment, and emergency equipment.

7.2.1 Facility-Related Equipment

This term relates to the equipment that is deemed to be part of the facility. Swimming pools, diving board, bleachers and basketball backboards are a few examples. Many of these apparatuses are subject to regular checks by virtue of their use, but must not be overlooked or taken for granted. Facility related equipment should be checked and inspected regularly. It is recommended that this person be an instructor or supervisor that uses the facility on a daily basis. If issues with facility equipment are found, a report to the Athletic Director or Office Coordinator should be filed so a work order can be submitted.

7.2.2 Activity-Related Equipment

The equipment related to this term is equipment used for a specific activity such as a football sled, tennis net, bats, gloves, and track hurdles. All of these pieces of equipment must also undergo regular safety inspections and checks and must meet all installation codes where

applicable. Protective padding must also be supplied (when applicable) to add extra protection to a participant who may fall, slip, or stumble while using the equipment.

7.2.3 Personal Protection Apparel Equipment

Personal protection apparel and equipment refers to helmets, padding, life jackets, and safety equipment that are worn by participants while participating in an activity. It is imperative that all equipment supplied by an organizer or rented from an outsider undergoes regular safety checks, to ensure that the equipment is in safe, working order. It is the ultimate responsibility of the Athletic Director or coach that regular safety inspections are carried out.

7.2.4 Emergency Equipment

Emergency equipment includes gear such as First Aid Kits, AED, Spinal Boards, and Fire Extinguishers. In the case of personal protection equipment and facility equipment, it is vital to check them on a regular basis. These inspections may need to be performed by someone with proper training such as local township fire and safety officers. It is the responsibility of the District to arrange inspections with outside sources to ensure proper working functions. Coaches, who see any abnormalities with any of emergency equipment should report it immediately to the Athletic Director.

7.5 Maintenance

Proper maintenance is essential to eliminating possible risks that threaten participants and patrons during sporting events. The Athletic Director and Office Coordinator will report any issues to the District Maintenance Department. Any issues found will be addressed in a timely manner to avoid foreseeable risks and legal liability.

7.6 Security

Security will include district staff and outside contractors, and it is the duty of the Athletic Director to ensure all qualified individuals are assigned appropriately. Security also includes maintenance of a secure building and protection from fire hazards, faulty equipment and unsafe practices in the use of electrical, plumbing and heating equipment. The District shall cooperate with local law enforcement agencies and fire department as well as insurance company inspectors. Electronic surveillance cameras and monitoring systems will be put in place to assist in the security of students, staff and visitors on the property.

7.7 Access Control

Keeping off-limit areas secured is important in maintaining a risk free facility. It is the responsibility of the Athletic Director and supervisors to keep all control areas locked and secured. In the case of an emergency, having all control areas restricted and personnel in place reduces the chance of a controllable emergency turning into a crisis situation. All coaches should perform final checks to ensure all doors are closed and facilities are locked when they leave.

8. Crisis Management and Emergency Action Plans

8.1 Emergency Preparedness Plans

A crisis cannot be predicted but plans for dealing with many kinds of crises may prove invaluable if one should occur. The Board directs the Superintendent to prepare emergency action plans for use by staff and students. The comprehensive Emergency Preparedness Plan sets protocol for addressing and responding to serious threats to the safety of the school property, students, staff, volunteers and visitors, and is located at each District facility. Coaches can find a copy of the Emergency Preparedness Plan in the Athletic Director's office.

8.1.1 Fire

Fire that breaks out during a sporting event could cause massive panic and uncontrollable crowd management. Coaches should know all exits and communicate with student-athletes the plan of evacuation in case of an emergency. In the event of a fire in one of the gymnasiums, all personnel will evacuate the nearest exit and make their way to the back parking lot or black top area by the stadium and baseball/softball fields.

8.1.2 Earthquake

If an earthquake would occur during a sporting event it is vital that the Administrator in charge and facility supervisors are prepared. It is the District's responsibility and duty to provide a safe environment for all students, staff, volunteers and visitors. All personnel involved should know procedures for student-athletes and patrons during events.

8.1.3 Civil Disturbances

All persons on District grounds are expected to abide by all applicable laws, local ordinances, Board policies and District and building regulations. No person on District property may assault, strike, threaten, menace or use improper, indecent or obscene language towards another at any time. This prohibition is extended to all athletic officials, coaches and athletes in the District and all visiting teams. The CHS Athletic Department believes in good conduct and sportsmanship, and will cooperate in any prosecution pursuant to the criminal laws of the State and local ordinances. The Athletic Director is responsible for enforcing all rules during events. Rules of conduct are posted throughout each facility and on the grounds for all participants and spectators to review.

8.2 Medical Emergencies

School personnel have certain responsibilities in case of accidents which may occur during sporting events. These responsibilities extend to the administration of first aid, summoning of medical assistance, notification of personnel and parents, and filing accident reports. All employees should make an effort to increase their understanding of the proper steps to take in the event of a medical emergency.

8.3 Reporting and Reviewing

When dealing with the aftermath of a crises or emergency, making sure all protocols where in place and proper documentation is filled out to ensure the

District is free from liability. These steps are crucial to provide proper information needed to prevent future situations from occurring. All emergencies should be immediately reported to the Christopher High School Administration as well as the Athletic Director. The Confidential Accident Report for coaches can be found in Appendix C.

9. Insurance Coverage

The Board has the responsibility to maintain an adequate and comprehensive insurance program covering its buildings and grounds, fleet of school buses and other district vehicles, and individuals discharging responsibilities for the District. The District makes efforts to obtain insurance following all State laws and obtaining quotations or bids to get the most economical cost effective insurance.

9.1 Basic Medical

The District does not provide insurance coverage for students participating in sports programs approved by the Board of Education. It is the responsibility of the parent(s), guardian(s) to ensure that your son/daughter has medical insurance coverage in the event of an injury during practice or an athletic contest. The District will make available an insurance plan that individuals may purchase in the event that their insurance plan does not cover their child. This information is the acquired from the ASB office. The ASB office coordinator and/or the Athletic Director is also responsible for obtaining verification forms from all students that wish to engage in athletics prior to participation.

9.2 Catastrophic Injury

A serious concern for liability is catastrophic injuries that may and can happen during athletic activities. All athletes and parents or guardians must realize that the risk of serious injury, permanent disability or death which may be a result of athletic participation. The District and the Board will make every effort to eliminate catastrophic injuries. It is the responsibility of the Athletic Director and all coaches in the District to verify that all insurance forms and documentation are signed and dated and on file before participation in athletics takes place.

Appendix

A. Emergency Contact Information

Name	Title	Contact #
Jeremy Dirks	Principal	
Julie Berggren	Assistant Principal	
Eric Kuwada	Assistant Principal	
Ryan Dequin	Athletic Director	669-205-5382
	Athletic Trainer	
Kimberly Lemus	Office Coordinator	669-205-5300
Gilroy Police Department	Non-Emergency Line	408-846-0350



Confidential School Accident Report

Alliance of Schools for Cooperative Insurance Programs

12750 Center Court Drive, Suite 205 • Corvallis, CA 97331 • PH: (562) 403-4640 FAX: (562) 403-4644 • www.ascip.org

CONFIDENTIAL - ATTORNEY/CLIENT WORK PRODUCT PRIVILEGE.
 This report is to be completed by school district employees. This form is a confidential, internal document; its contents are not to be shared or copied for any persons who are not school district employees and/or their legal representatives.
IN CASE OF SERIOUS INJURIES A TELEPHONE REPORT IS TO BE MADE IMMEDIATELY.

DATE OF REPORT: _____

RESET FORM

NOTE: The school employee either witnessing the accident or supervising at the time should **complete and submit this form within 24 hours.** Please type or print using ball-point pen.

1 NAME OF SCHOOL DISTRICT GILROY UNIFIED SCHOOL DISTRICT		2 NAME OF SCHOOL	
ADDRESS OF SCHOOL (NUMBER, STREET, CITY AND ZIP CODE)			
3 NAME OF INJURED PERSON (LAST, FIRST, MI)		AGE	GRADE
IS INJURED PERSON A MINOR?		TELEPHONE NUMBER OF INJURED PERSON ()	
<input type="checkbox"/> NO <input checked="" type="checkbox"/> YES		NAME OF PARENT OR LEGAL GUARDIAN	
4 ADDRESS OF PERSON INJURED (NUMBER, STREET, APARTMENT NUMBER, CITY, STATE AND ZIP CODE)			
5 APPROXIMATE ACCIDENT DESCRIBE		DATE (MONTH/DAY/YEAR)	TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
6 DESCRIBE HOW ACCIDENT OCCURRED (USE TAPE MEASUREMENTS, DIMENSIONS AND/OR ABBREVIATIONS)			
7 FIRST AND LAST NAME OF PERSON IN CHARGE AT TIME OF ACCIDENT		TITLE OF PERSON (TEACHER, VOLUNTEER, ETC.)	WAS HE PRESENT AT THE TIME? <input type="checkbox"/> YES <input type="checkbox"/> NO
8 NAME OF WITNESSES:		ADDRESS	TELEPHONE NO. () () STATUS (Student, Volunteer, etc.)
9 APPROXIMATE NATURE OF INJURY (PLEASE CHECK)		10 INJURED PART OF BODY (PLEASE CHECK)	
<input type="checkbox"/> Abrasion <input type="checkbox"/> Fracture <input type="checkbox"/> Sprain/Sprain <input type="checkbox"/> Confusion <input type="checkbox"/> Cut <input type="checkbox"/> Dislocation <input type="checkbox"/> Internal <input type="checkbox"/> Concussion <input type="checkbox"/> Other (explain)		<input type="checkbox"/> Head <input type="checkbox"/> Finger <input type="checkbox"/> Arm <input type="checkbox"/> Abdomen <input type="checkbox"/> Neck <input type="checkbox"/> Eye <input type="checkbox"/> Leg <input type="checkbox"/> Hand <input type="checkbox"/> Back <input type="checkbox"/> Chest <input type="checkbox"/> Face <input type="checkbox"/> Foot <input type="checkbox"/> Other (explain)	
11 FIRST AID PROCEDURES USED		NAME OF PERSON WHO ADMINISTERED FIRST AID	
12 DISPOSITION OF INJURED AFTER ACCIDENT (CHECK) <input type="checkbox"/> Home <input type="checkbox"/> Doctor <input type="checkbox"/> Hospital <input type="checkbox"/> Classroom		13 WHO WAS NOTIFIED	
14 IF INJURED PUPIL LEFT SCHOOL TO WHOM RELEASED		15 NAME AND ADDRESS OF ANYONE CONTACTING SCHOOL	
16 STUDENT ACCIDENT BENEFITS AVAILABLE <input type="checkbox"/> YES <input type="checkbox"/> NO		17 REMARKS	
18 NAME OF PERSON COMPLETING REPORT		STATUS	TELEPHONE NUMBER FOR PERSON ()
ADDRESS OF PERSON (NUMBER, STREET, CITY, STATE AND ZIP CODE)		PERSON WAS AN EYE WITNESS <input type="checkbox"/> YES <input type="checkbox"/> NO	
SIGNATURE OF PERSON APPROVING REPORT		DATE ENTERED	

For your protection California law requires the following to appear on this form: "It is unlawful for: (a) present or cause to be presented any false or fraudulent claim for payment of a loss under a contract of insurance; (b) prepare, make or subscribe any writing with intent to present or use the same, or allow it to be presented or used in support of such claim. Every person who violates any provision of this section is punishable by imprisonment in the State Prison not exceeding 3 years or by fine not exceeding \$1,000 or by both."

Gilroy Unified School District
 Business Services Department
 (fax) 408-846-7567