

# Memo to all teacher regarding report of accidents, November 19, 1942

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Memo to: To all Teachers

Date: November 19, 1942

From: Elizabeth M. Moxley

Subject: Report of Accidents

In case of accident to any student in your class, where the injury necessitates the care of a doctor, fill in the attached blanks and return it to my office. Be sure to report all cases that may be of any importance. More blanks are available in the Ed. office.

Elizabeth M. Moxley  
Supervisor of Health & Phys. Ed.

## REPORT OF ACCIDENT

Name of student \_\_\_\_\_

Home Address \_\_\_\_\_

Class in which accident occurred \_\_\_\_\_

Teacher \_\_\_\_\_

Date \_\_\_\_\_ Time of Day \_\_\_\_\_

Weather conditions that may have influence on accident \_\_\_\_\_

Was equipment of building or classroom at fault, inadequate or improperly used \_\_\_\_\_

Was the teacher present at the time of the accident \_\_\_\_\_

Did you see it? \_\_\_\_\_

Description of accident, extent of injury and exactly how it happened \_\_\_\_\_

Signed \_\_\_\_\_

(teacher)