

How To Create an Incident Report through SNAP

1. Pull up a new visit log
2. If you need to add the person's name injured into SNAP, in such a case as a visitor, you will need to hit the quick add button and complete the bottom pop up section

0 Student(s) Found

3. After opening the new visit you need to expand and choose from all of the choices in **red**. To be able to collect the specific data needed for Jim/Risk Management you will need to complete all of the fields in red. The **red fields**, basically follows through the categories of the incident reports. Use the drop down list to pick the appropriate response.

Person injured

Nature of injury

Building

Body area affected

Contributing

Period

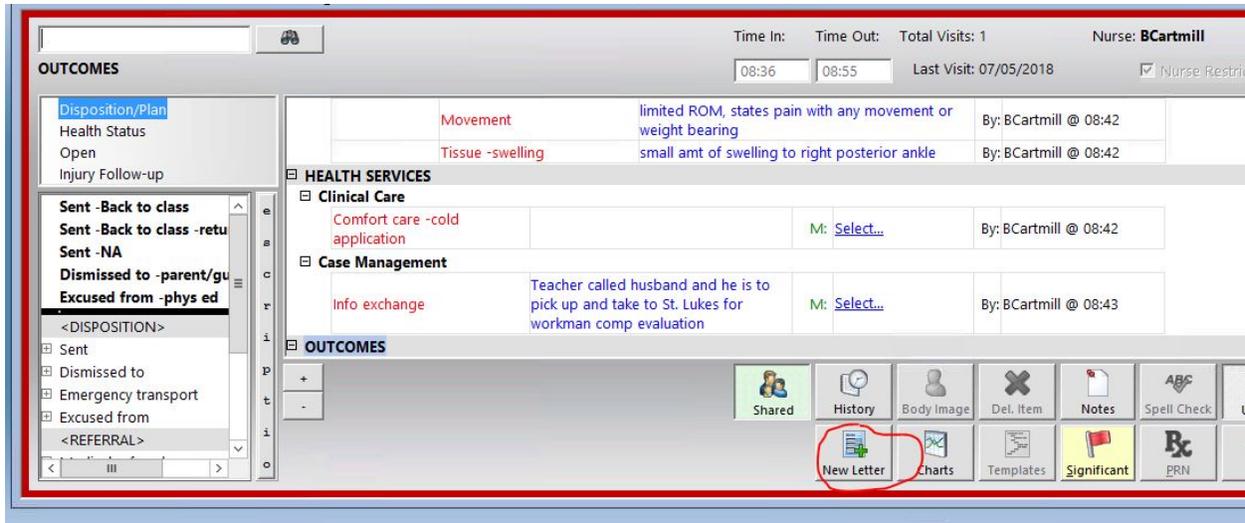
Surface

Location Activity

Describe injury

Equipment

4. After you have completed all of the red fields, you will then chart your assessment, health services, and outcomes as you would normally do, adding any narrative you feel is needed.
5. After you have completed all of your documentation on your visit, you will then need to create a letter or Incident report to send to Robin, Jim Akers, Joyce Pezold, and your principal.



6. You will click on “new letter” and then hit accident report from the drop down. You will then see the following, you are able to edit or add narrative to this letter as you feel is needed.

Training School
 12657 Fee Fee Road
 St Louis, MO 63134

[SCHOOL INCIDENT REPORT

Today's Date: 07/05/2018

Name of injured: Sally Booker D.O.B: 05/22/1978 Age: 40Y 1M Grade: STF Teacher: NT
 Gender: Female

Parent(s) and Home Address: , , Home Phone: _____

Date of accident: Thursday, July 5, 2018 Sent to clinic by: _____

Time of accident: 08:36 Time arrived at clinic: 08:36

Initial first aid provided by: _____ Nurse on duty: BCartmill

Time left clinic: 08:55 via: _____ Accompanied by: _____

7. You will then go to the bottom of the page and **unlick save and print**.

8. You then will need to email this report to the following people:

- Your building principal
- Robin Wallin rwallin@parkwayschools.net
- Joyce Pezold jpezold@parkwayschools.net
- Stephanie Kline-Tissi skline-tissi@parkwayschools.net

You will do this by going to the bottom of the page and hit send email. Remember incident reports are not part of a student or staff's record, but are meant to alert risk management and administration. So you will **not save or print this incident report**, but all of the data in the visit log will be saved as a normal visit would be saved.

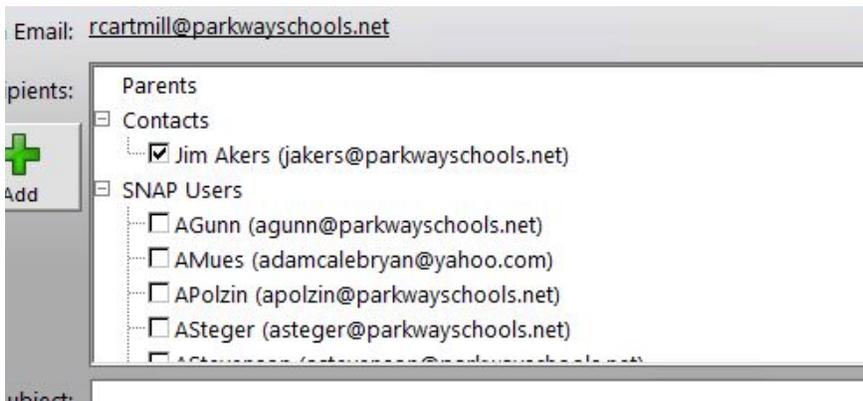
Training School
12657 Fee Fee Road
St Louis, MO 63134

Copy of report emailed to:

• Building principal
• Robin Wallin Director of Health Services
• Jim Akers Risk Management
• Joyce Pezold



You will just click on email, **unlick save and print**, and then hit okay in right bottom corner.



8. You will have to:

- add your principal's email
- click on Ralph Knese under SNAP users
- click on Robin Wallin under SNAP users
- click on Joyce Pezold under SNAP users

The names will be listed alphabetically by the person's first name.

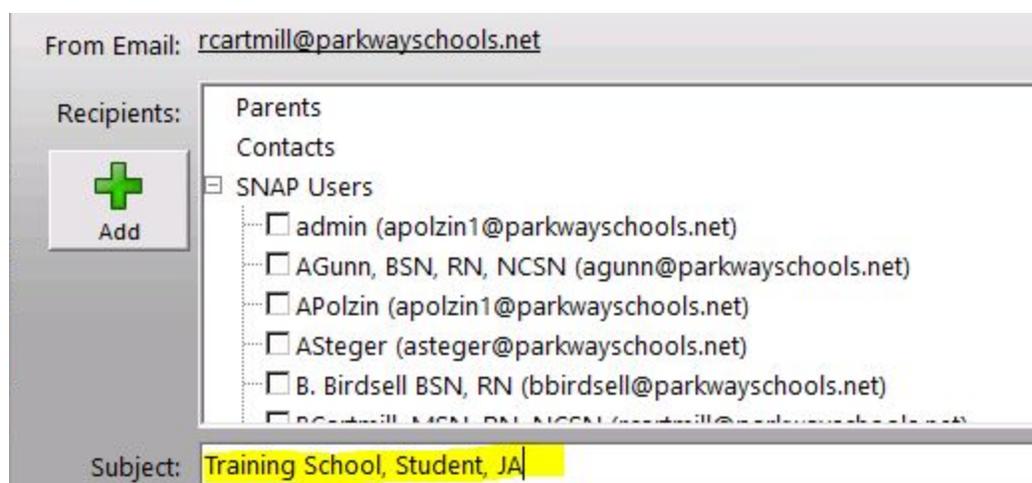
In creating your email, in the subject line of the email put:

Name of school

Whether it is a student or staff injury

And initials of victim

As an example "Training School, student JA". see below



A window will pop up and tell you that your office visit is being sent to risk management and you click “yes”.

When you send the first incident report to your principal, they will receive two emails. The first email will contain a password or security code to allow them to open the incident report. They will use this password to open up the current incident report and any future incident reports. Tell them they will need to save this password as they would save any other passwords. They will use this password for all incident reports you send them. I am afraid they are not able to change the password. The second email contains the incident report. They will have to enter the password to open up the incident report.