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

•		Select S	Student		
Last Name: School: Search By: Status: Classification:	Training School Last Name Active	_ Inactive	ar Snip	New Student:	Search <u>OK</u>
Track: DB Year:	Any Active Current Year	- - -		Detailed	Cancel
New Studen	t Information				1
Last Nam First Nam Teache	e e r	Date	Gender of Birth	Male <u>F</u> e	male -
Grad Student II			School	Training School	
0 Student(s) E	ound				

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	Pa		Time In:	Time Out:	Total Visits	1	Nurse	BCartmill
OUTCOMES			08:36	08:55	Last Visit	07/05/2018		🗹 Nurse Restri
Disposition/Plan Health Status	Movement	limited ROM, weight bearir	states pain g	with any mov	ement or	By: BCartm	II @ 08:42	
Open	Tissue -swell	ing small amt of	swelling to	right posterio	ankle	By: BCartm	ll @ 08:42	
Injury Follow-up	HEALTH SERVICES							
Sont Back to class	Clinical Care							
Sent -Back to class -retu	Comfort care -cold application			M: Select		By: BCartmi	ll @ 08:42	
Sent -NA	Case Management							
Dismissed to -parent/gu = c Excused from -phys ed	Info exchange	Teacher called husband and h pick up and take to St. Lukes f	e is to or	M: Select		By: BCartmi	ll @ 08:43	
<disposition> i</disposition>		workman comp evaluation						
Dismissed to Emergency transport	+		æ	Ø	8	×		ABS
Excused from	·		Shared	History	Body Image	Del. Item	Notes	Spell Check
<referral> V 0</referral>				New Letter	harts	Templates	Significant	Bc PRN

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.

Iraining School 12657 Fee Fee Road St Louis, MO 63134

SCHOOL INCIDENT REPORT

Today's Date: 07/05/2018

Name of injured: <u>Sally Booker</u> D.O.B: <u>05/22/1</u> Gender: Female	978 Age: 40Y 1M Grade: <u>STF</u> Teacher: <u>NT</u>
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 **unclick 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 <u>skline-tissi@parkwayschools.net</u>

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 Sch 12657 Fee Fee St Louis, MO	ool Road 33134
Copy of report emailed to: Building principal Robin Wallin Director of Health Services Jim Akers Risk Mamagement Joyce Pezold	
NUM	
□ Save □ E-mail □ Print	Export

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

Parents	
Contacts	
└── 🗹 Jim Akers	(jakers@parkwayschools.net)
SNAP Users	
- 🗖 AGunn (ag	gunn@parkwayschools.net)
	damcalebryan@yahoo.com)
	polzin@parkwayschools.net)
ASteger (a	asteger@parkwayschools.net)
L Harrison	

- 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

Recipients:	Parents Contacts
	SNAP Users
Add	
	Encaded) Markinski stocki /

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.