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TU Dresden, 01062 Dresden
Unit Safety at Work

Faculty/Department/Institute of TU Dresden:

ACCIDENT REPORT

for children in day care facilities, pupils, students

2 Responsible body of the institution
Free State of Saxony

3 Company number of the accident insurance provider
200000-17

4 Recipient

Unfallkasse Sachsen

Postfach 42

01651 Meißen

5 Last name, first name of the insured person		**6** Date of birth Day Month Year
7 Street address	Zip code	Place
8 Sex Male Female	**9** Nationality	**10** Name and address of the legal representatives
11 Fatal accident? Yes No	**12** Time of accident Day Month Year Hour Minute	**13** Place of accident (exact location and street incl. zip code)

14 Detailed description of how the accident occurred (in particular type of event, in case of sports accidents also type of sport):

The information is based on the description given by the insured person other persons

15 Injured body parts	**16** Type of injury

17 Did the insured person interrupt attendance at the institution? No Immediately Later, on Day Month Hour

18 Has the insured person resumed attending the institution? No Yes, on Day Month Year

19 Who was the first to become aware of the accident? (Name, address of witnesses) Was this person an eyewitness? Yes No

20 Name and address of the first doctor/hospital providing treatment	**21** Start and end of attendance at the institution Start Hour Minute End Hour Minute

22 Date Head (authorized representative) of the institution Telephone no. for queries (contact person)

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I. General explanations

Who must report the accident?	The obligation to report the accident lies with the employer (the body responsible for covering the material costs) - if the school authority is not the employer, the school authority - or its authorized representative. Authorized representatives are persons who have been instructed by the employer to report the accident. In schools and daycare facilities, this is usually the head of the facility.
When must an accident be reported?	An accident report must be filed if an insured person is killed or injured in such a way that they require medical treatment as a result of an activity related to attending the institution or a commuting accident (e.g. an accident on the way between home and the institution).
How many copies of the accident report must be submitted? **Where** must it be sent?	You must send **2 copies** to Unfallkasse Sachsen. **One copy** serves as documentation in the institution.
Who must be informed of the accident report?	Insured persons of legal age or the legal representatives of persons not yet of legal age must be informed of their right to request a copy of the accident report.
How must the accident report be submitted?	In addition to sending the accident report by mail, you may also send it online if the recipient offers this option.
Within what **period** must the accident report be submitted?	The person obliged to report the accident or their authorized representative must report the accident **within 3 days** of becoming aware of the accident.
What must be observed in the case of **serious** accidents, mass accidents and fatalities?	Fatal accidents, mass accidents and accidents with serious damage to health must be reported **immediately** to Unfallkasse Sachsen (telephone, fax, email).

II. Explanations regarding the questions on the accident report

2 Please state the responsible body of the institution, e.g. municipality, city.

3 Please indicate the company number (membership number), if assigned by the accident insurance provider.

14 The description of the accident should contain detailed information about the accident and its circumstances (e.g. where, how, why, under what circumstances the accident occurred). The detailed description of the accident should address the following points in particular:

- Place where the accident occurred, e.g. in the hallway, in the schoolyard, in the seminar room, in the sports hall
- Type of event (e.g. regular lessons, national youth games, hiking excursion, special needs classes, lunchtime supervision)
- Circumstances characterizing the accident, e.g. fall from a bike, slipping on the floor, collision with another pupil, scuffle/fight between pupils, tripping on a staircase, injury caused by a snowball
- Special conditions, e.g. slippery snow, wet ground or leaves, handling hazardous substances

In the case of school sports accidents, please indicate the type of sport and the type of event (compulsory lessons according to the timetable, sports club, elective or optional subject, school sports competition).

You may continue the accident description on a supplementary sheet.

15 Examples: Right forearm, left index finger, left foot and right side of head.

16 Examples: Bruise, broken bone, sprain, burn, laceration, cut.

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