
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

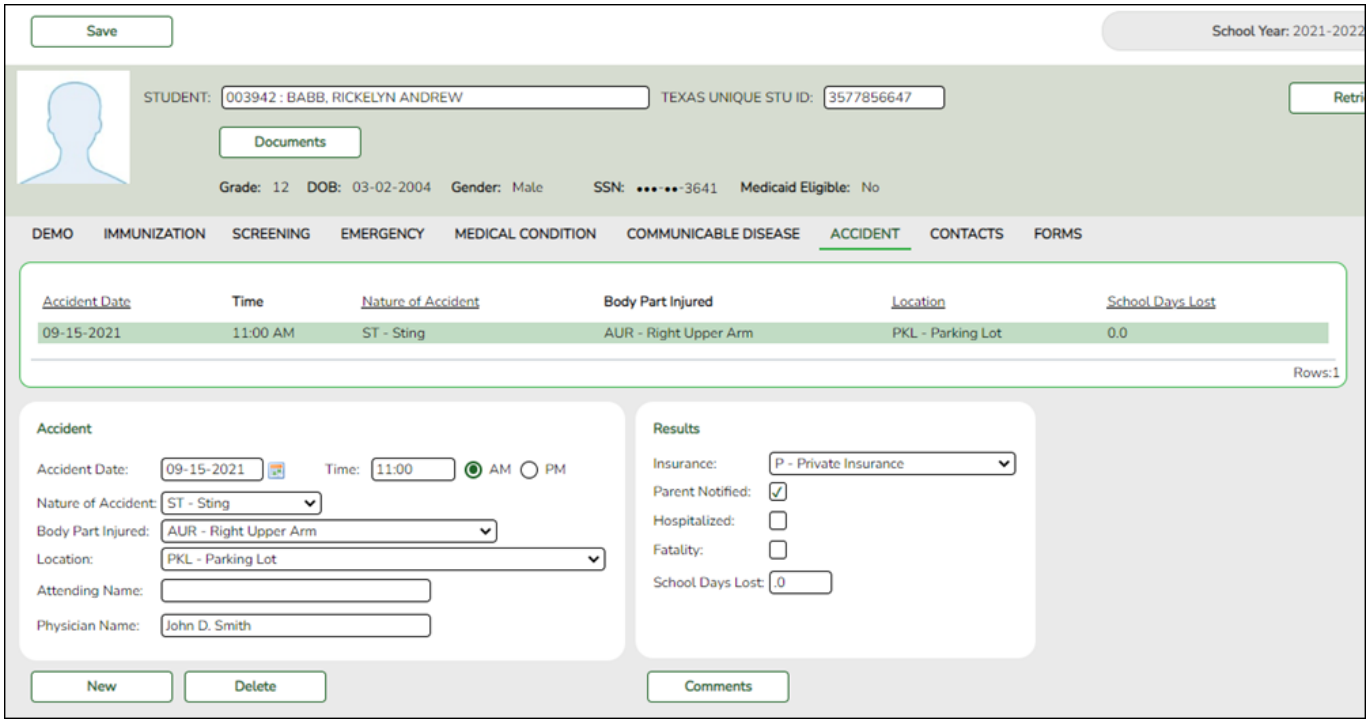
# Accident

# Table of Contents

***Health > Maintenance > Student Health > Accident***

This tab allows you to maintain accident records.

This tab is not enabled until you retrieve a student.




## Update data:

Select a student

❑ To retrieve a student's records, select the student in one of the following ways:

| | |
|---|---|
| **Student** | Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name *begins with* the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student.<br><br>The student can also be located by typing the name in one of the following formats:<br><br>• Last name, comma, first name (smith, john)<br>• Last name initial, comma, first name initial (s,j)<br>• Comma, first name (,j) |
| **Texas Unique Stu ID** | Type all or part of the student's Texas Unique Student ID to retrieve students whose ID *begins with* the characters you typed.<br><br>If the student does not have a Unique ID, click TSDS Unique ID button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used.<br>Review the Assign a TSDS Unique ID guide for additional information. |
| **Directory** | Click to select a student from the Directory. |
| **(photo)** | If a photo exists for the student, the student photo is displayed.<br><br>From Registration > Maintenance > Student Enrollment, you can change the student photo:<br><br>1. Hover over the image, and click **Change**. The Change Student Photo window opens.<br><br>2. Click **Choose File**. Locate and open the file for the new image.<br><br>3. Click **Save**. The window closes, and the new image is displayed.<br><br>Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores. |

The student's existing accident records are displayed.

The list can be re-sorted.

You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending or descending order.

❑ Click **New** to add an accident record.

The fields below the grid are enabled.

| | | |
|---|---|---|
| **Accident** | **Accident Date** | Type the date of the accident in the MMDDYYYY format. Or, click to select the date from a calendar. |
| | **Time** | Type the time of the accident in the *HH*:*MM* format, where *HH* is the hour, and *MM* is the minute. Select **AM** or **PM**. |
| | **Nature of Accident** | Select the nature of the accident. |
| | **Body Part Injured** | Select the part of the body injured in the accident. |
| | **Location** | Select the place where the accident occurred. |
| | **Attending Name** | Type the name of the person who attended to the student first, up to 30 characters. |
| | **Physician Name** | Type the name of the physician who examined the student, up to 27 characters. |
| **Results** | **Insurance** | Select the student's type of insurance coverage. |
| | **Parent Notified** | Select if the parent was notified. |
| | **Hospitalized** | Select if the student was hospitalized. |
| | **Fatality** | Select if there was a fatality. |
| | **School Days Lost** | Type the number of days lost from school, if any, using up to two whole numbers and one decimal place (e.g., 10.5). |

❑ To edit an existing record, click the record in the grid.

The fields below the grid are enabled allowing you to make changes.

❑ Click **Save**.

---

| | |
|---|---|
| **Delete** | To delete an accident record, click a record in the grid to select it, and then click **Delete**. You are prompted to confirm that you want to delete the record. Click **OK**. |
| **Comments** | Click to add comments for the record. The window opens; existing comments are displayed. Add or edit comments and click **OK**.<br><br>If comments exist for the record, a paperclip icon is displayed on the button.<br><br>The first 1000 characters of the comments will print on the Accident Report - SHS0820. |
| Medical Alert | View medical alert.<br>The button is displayed if a medical warning exists for the student and **Consent to Display Alert** is selected on Health > Maintenance > Student Health > Emergency.<br><br>Click to view the student's medical alert information. |
| **Documents** | View or attach supporting documentation. |


ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

# Back Cover