

NURSE Adult/Student/Substitute Incidents:

A. Complete [HP Student/Adult Incident Report](#) and return to the Business Office within 24 hours (lstevenson@hpschools)

B. If ESS Substitute provide Substitute with [ESS Contact List](#) and [ESS Injury Reporting Form](#)

In case of emergency:

- The substitute/student/adult should report directly to an emergency room for treatment.