

Incident Report

Name of injured child _____ Child's age ___yrs/___months

Date of incident ___/___/___ Day of week _____ Time of day _____

Location of incident _____

Describe what happened _____

Describe the injury _____

Was the skin broken? _____

Describe the treatment _____

Describe what the injured child was doing prior to the injury _____

Who was supervising the group at the time of the incident? _____

Who contacted a parent by phone? _____ Voicemail or actual conversation? (circle one)

Notes:

Reported by: _____ (Caregiver/teacher)

Received by: _____ (Parent)

Date: _____

(Give this form to the parent and keep a copy in the child's file)