Incident Report Form

Write plain facts. Fill this in as soon as possible after the incident.

CHILD'S NAME

DATE OF INCIDENT

TIME

WHERE IT HAPPENED

REPORTED BY

TYPE: ACCIDENT, BEHAVIOR OR OTHER

SEVERITY: LOW, MEDIUM OR HIGH

PARENT TOLD (WHO, HOW, WHAT TIME)

What happened

Injury and action taken (first aid, who you called)

How the child was afterwards

Follow-up or witnesses

Caregiver signature and date

Parent signature and date

Not legal or tax advice.