Incident Report Form

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

EXAMPLE: the names and numbers are made up.

CHILD'S NAME
Theo Rivera, 18 months

DATE OF INCIDENT
Thursday 22 October 2026

TIME
10:35 am

WHERE IT HAPPENED
Riverside Park, near the slide

REPORTED BY
Maya Johnson

TYPE: ACCIDENT, BEHAVIOR OR OTHER
Accident

SEVERITY: LOW, MEDIUM OR HIGH
Low

PARENT TOLD (WHO, HOW, WHAT TIME)
Sam Rivera, by phone at 10:50 am

What happened

Theo was walking from the slide to the sandbox when his foot caught the edge of the path and he fell forward onto his hands and left knee. I was about two meters away and saw it happen. He cried right away.

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

A small scrape on the left knee, about the size of a coin, with no bleeding after a minute. I cleaned it with water, patted it dry and put on a bandage. No bump to the head. I called Sam at 10:50 to let him know.

How the child was afterwards

Calmed down after a cuddle and a drink of water, and went back to playing in the sandbox within five minutes. Normal mood and appetite at lunch.

Follow-up or witnesses

No one else involved. I will check the knee at nap time and tell Sam if it looks different.

Caregiver signature and date

Parent signature and date

Not legal or tax advice.