| INCIDENT REPORT | | | |
| --- | --- | --- | --- |
| The incident report should be completed as soon as possible after the incident occurs and should include as detailed a description of the situation as possible. | | | |
| **CHILD/STUDENT INFORMATION** | | | |
| Name(s): | | | |
| Address: | | | |
| Phone No. | | | |
| Nature of Injury/Incident: | | | |
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|  | | | |
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| **INCIDENT DETAILS** | | | |
| Date: | | Time: | |
| Location: | | Event Title: | |
| All Leaders Present: | | | |
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| Description of the incident: | | | |
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| Reason for the incident: | | | |
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| Action taken: | | | |
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| **parent COMMUNICATION** | | | |
| Parents Contacted: | Yes □ | | No □ |
| Parents’ Response: | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
| Leader’s Name: | | Signature: | |
|  | |  | |
| Witness’s Name: | | Signature: | |