| INCIDENT REPORT |
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| 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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| **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: |
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|  |
| Leader’s Name: | Signature: |
|  |  |
| Witness’s Name: | Signature: |