

# School Accident/Incident Documentation

Date of Incident

Time of Incident

Location of Incident

## Student(s) Involved

Full Name

Grade/Class

## Incident Details

Describe what happened

Witnesses (names, if any)

Describe injuries (if any)

Immediate action taken

## Parent/Guardian Contact

Were parents/guardians notified?

Contact Details/Notes

**Staff Information**

Staff Name

Signature

Date Reported