

School Accident/Incident Documentation

Date of Incident

Time of Incident

Location of Incident

E.g. Playground, Hallway

Student(s) Involved

Full Name

Grade/Class

Incident Details

Describe what happened

Enter detailed description...

Witnesses (names, if any)

Describe injuries (if any)

Immediate action taken

Parent/Guardian Contact

Were parents/guardians notified?

Select

Contact Details/Notes

Staff Information

Staff Name

Signature

Date Reported