

Sample Incident Report

1. Centre details			
Location: <i>Shadybrook Childcare Centre</i>			
Director: <i>Jan Brown</i>		Contact phone: <i>3333 3333</i>	
2. Incident details			
Day: <i>Wednesday</i>	Date: <i>18 August 2014</i>	Time: <i>2.15pm</i>	
Report completed by: <i>Susan Gold</i>			
3. Type of incident (indicate which is applicable)			
<input checked="" type="checkbox"/> Personal injury	<input checked="" type="checkbox"/> Staff	<input type="checkbox"/> Child	<input type="checkbox"/> Visitor
Damage to goods (please specify):	<i>Marie Green</i>		
Damage to goods (please specify):			
Equipment failure / damage (please specify):			
4. Response to incident (indicate which is applicable)			
First aid treatment administered (please specify what / by whom etc.): <i>Ice applied by Susan Gold</i>			
Medical treatment administered (please specify where / by whom etc.): <i>Taken to medical centre by Ryan Black.</i>			
Assistance sought: (please specify type):	<input type="checkbox"/> Ambulance	<input type="checkbox"/> Police	<input type="checkbox"/> Counsellor
5. Other information			
Who witnessed the incident? (Full name, job title where applicable, and telephone number / s): <i>Susan Gold – Lead Educator, Dolphin Room, Shadybrook Childcare Centre, ph. 3333 3333</i>			
6. Full description of incident:			

NOTE: Be specific. Describe in detail what actually happened, stating the facts in a clear and precise manner. Include exact location of incident, factors involved and any other details that may be beneficial. A drawing of the centre layout, identifying where the incident occurred, would be useful.

Someone left the big nappy bucket on the floor in the laundry, and Marie had it full of towels, nappies and cloths socking in anti-bacterial solution. Marie went to lift the bucket off of the floor, slipped and yelled out in pain. She hit the ground really hard.

She said that she felt a sharp pain in her back and was unable to straighten up properly. Ryan and I helped her to chair, applied some ice and Ryan took her to the medical centre to see the doctor.

7. Report Summary

This report was compiled by (full name, title and contact telephone):

Susan Gold – Lead Educator, Dolphin Room, Shadybrook Childcare Centre, ph. 3333 3333

On: 18 August 2014, 2.30pm

This report is a true and accurate summary of the incident that occurred (please sign):

Susan Gold

Administration Signature:

Jan Brown

Parent Signature (if applicable):