

ACCIDENT/INCIDENT REPORT



Date:	Time:	Classroom:
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Child's name:	Parent's name(s):
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Staff member responsible:	Other staff members present:
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Description of accident or incident (who, what, where, when, how, marks):

Description of action taken:

Notice to parent:

Method:	Time:	Staff member:
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Signatures:

Staff Signature	Date
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School Personnel Signature	Date
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Parent Signature	Date
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