
Incident Report Form

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.

Student Name/s: _____

Nature of Injury/Incident

Incident Date: _____

Incident Time: _____

Incident Location: _____

All Leaders Present:

What happened?

Why did it happen?

What action was taken?

Contacted Parents

☐ Yes ☐ No

Parents' Response

Leader's Name: _____

Signature: _____

Witness Name: _____

Signature: _____