toddpath

Accident and incident record

Fill it in as soon as the child is cared for, while it is fresh: what happened, what was done and who was told. Write what you saw, not what you think.

Child

Class or room

Date and time

Where it happened

☐ Accident ☐ Illness ☐ Allergic reaction
☐ Arrived with an injury ☐ Other

What happened

The injury or symptoms

Where on the body, and what it looked like

First aid and care given

What was done, when, and by whom

Staff member who dealt with it

Witnesses

How serious

☐ Minor: cared for at school ☐ Needs watching ☐ Needs a doctor or nurse ☐ Emergency: ambulance called

The family

Told by		How (in person, call, app)	
Who was told		Date and time	

What happens next

Any follow-up for the child, and anything to change so it does not happen again

Staff signature and date

Seen by the head or manager: signature and date

Parent or guardian: I have been told about this. Signature and date

> Tell the family the same day, and at once for anything more than a small bump. Keep this record with the child's file, where only the staff who need it can see it, for as long as your school's policy and local law say.

Use, copy and change it freely.