General Incident Report in Childcare

1. Title

- Childcare Incident Report

2. Basic Information

- **Date of Report**: [Insert date]
- **Time of Incident**: [Insert time]
- **Date of Incident**: [Insert date]
- **Location of Incident**: [Insert location, e.g., playground, classroom]
- **Reported By**: [Insert staff member's name]
- **Role/Position**: [Insert role, e.g., Teacher, Assistant Caregiver]

3. Child's Information

- **Child's Name**: [Insert child's name]
- **Age**: [Insert child's age]
- **Classroom/Group**: [Insert group or room name]

4. Description of Incident

- **Type of Incident**: [e.g., injury, behavioral incident, medical emergency]
- **Details**:
  - What happened? (Provide a detailed account of the incident).
  - Who was involved? (List other children, staff, or individuals present).
  - When and where did it occur?
  - How was the child affected? (Describe injuries, emotional response, or other outcomes).

5. Immediate Actions Taken

- **Response by Staff**:
  - Steps taken immediately after the incident (e.g., applying first aid, comforting the child).
  - Communication with parents/guardians (e.g., phone call, written notification).
  - External assistance (e.g., calling emergency services if needed).

6. Observations/Findings

- **Environmental Factors**: [e.g., wet floors, toys, or equipment involved].
- **Behavioral Factors**: [e.g., running, conflict with another child].

7. Follow-Up Actions

- Measures to prevent recurrence (e.g., repair of equipment, additional supervision).
- Additional communication with parents/guardians regarding updates or follow-up care.

8. Attachments (if applicable)

- Photos, witness statements, or other supporting documentation.

9. Signatures

- **Reported By**: [Name, Signature, Date]
- **Reviewed By**: [Supervisor/Manager Name, Signature, Date]

10. Follow-Up Section (if applicable)

- **Resolution Actions**: Describe steps taken post-incident to resolve or prevent recurrence.
- **Date of Completion**: [Insert date].
- **Responsible Team/Person**: [Name and role].