

Childcare Incident Report Writing

Header Information

Date: February 12, 2025

Time: 10:00 AM

Location: Sunny Days Childcare Center, Toddler Room

Reported by: Jessica Simmons, Lead Teacher

Description of the Incident

At approximately 9:45 AM, during free playtime in the toddler room at Sunny Days Childcare Center, a minor incident occurred involving two children, Mia Chen and Lucas Smith. Mia accidentally pushed Lucas while trying to use the same toy truck, causing Lucas to fall and sustain a small scrape on his right knee.

Parties Involved

- **Mia Chen:** Toddler, involved in the incident.
- **Lucas Smith:** Toddler, sustained a minor injury.
- **Jessica Simmons:** Lead Teacher, witnessed the incident.
- **Nancy Drew:** Assistant Teacher, provided first aid.

Actions Taken

- Lucas was immediately comforted and taken to the first aid area where Assistant Teacher Nancy Drew cleaned and bandaged his scrape.
- Both children were monitored closely following the incident to ensure Lucas was comfortable and to reinforce sharing and gentle play with Mia.
- Parents of both Mia and Lucas were notified of the incident upon pickup, with a detailed explanation of the event and actions taken.
- An incident report form was filled out, and both parents signed it to acknowledge the communication.

Recommendations for Future Prevention

1. **Supervision Enhancements:** Increase staff presence in play areas to quickly intervene in conflicts or unsafe behaviors.
2. **Safety Education:** Regularly integrate lessons on sharing, personal space, and gentle play into daily activities to reinforce appropriate behaviors.
3. **Environmental Adjustments:** Review and rearrange play area setups to ensure more space and availability of popular toys to reduce conflicts.
4. **Parental Involvement:** Encourage parents to discuss playtime etiquette and gentle play at home to reinforce the learning environment's behavior expectations.
5. **Incident Response Training:** Provide ongoing training for all staff on handling minor injuries and conflicts among children effectively.

Attachments

- **First Aid Treatment Record:** Details the care provided to Lucas, including the type of injury and the first aid measures taken.
- **Witness Statements:** Written accounts by Jessica Simmons and Nancy Drew, detailing the sequence of events and their responses.
- **Parental Acknowledgment Forms:** Copies of the signed forms from the parents of Mia and Lucas, confirming they were informed about the incident.