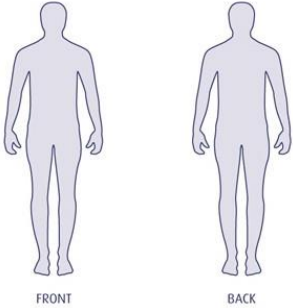


# ACCIDENT INCIDENT EXISTING INJURY

including near misses & dangerous occurrences, cyber bullying & racial incidents.

**(CIRCLE WHAT YOU ARE RECORDING)**

<b>Name of Child/Adult</b>		<b>Date of Birth (if a child)</b>		<b>Date of Occurrence</b>		<b>Time of occurrence</b>	
<b>Who dealt with the Occurrence (name of witnesses)</b>				<b>Who is completing this form – PRINT and SIGN name</b>			
<b>Description of occurrence - including location. Please use the back of this page to draw a map as necessary</b>			<b>Was someone injured? YES/NO</b> Give details of the injury and show where on the body the injury is			<b>Treatment Given</b>	
						Head injury leaflet given? <b>YES/NO</b>	
<b>What action was taken immediately</b>				<b>What action will be taken in the future (if any)?</b>			
<b>Signature of parent/Carer/</b>		<b>Print Name:</b>		<b>Date</b>		<b>Would you like a copy of this report? YES/NO</b>	
		Relationship to child(if applicable):				Date given:	

# **Accident, Incident & Existing Injuries Log**

including near misses & dangerous occurrences, cyber bullying & racial incidents.

This form should be used for accidents, an incident such as a behaviour problem, a child arriving with an injury, a missing child, a near miss, dangerous occurrence, to record any cyber bullying or any racial incidents. Where the is completed in relation to a child, the form should always be shown to and signed by the parent/carer. For confidentiality, only name one child on each form. This log can also be used for any staff related accidents, incidents etc. Please use the back of the page if more room is needed, please put PTO in the relevant box when doing so.