



Guidelines For Completing an Incident Report Form

In the event of an accident/incident, the following procedure will be carried out:

- Complete 2 copies of the Incident Report Form;
- Make contact with Parents/Guardians (where relevant);
- Place one copy in Incident Report Folder;
- Forward one copy to Designated Person for record keeping/Action required;
- Contact Emergency Services/GP if required;
- Record in detail all facts surrounding the incident, witnesses etc.