

Classroom Accident Incident Report

Date of Incident

Time of Incident

Location (Room/Area)

Involved Student(s)

Student Name

Age

Grade / Class

Description of Incident

Describe what happened (be specific):

Action Taken

Describe action(s) taken, including first aid or others:

Parent/Guardian Contacted

Contact Name

Method (Phone/Email/In-Person)

Date & Time Contacted

Witnesses

Names of Witness(es):

Reported By (Name & Title)

Date Reported