

Incident Report Form



This form is not required by the Office of Child Care (OCC) but could be used to document the following types of incidents:

- Behavioral concern
- Lost or unattended child
- Mandatory reporter incident
- Animal bite (in addition to a possible injury report)

Child's Information						
Child's Name:				Child's Age:		
Details and Description of Incident						
Date and Time of Incident:						
Where did the incident occur?	Classroom	Bathroom	Bus/Vehicle	Hallway	Kitchen	Playground
Other:						
Who was supervising the child at the time of incident?						
Any other adult witnesses?						
Yes No If yes, list names:						
Description of Incident:						
Description of action taken:						
Procedural or staffing changes made as a result of this incident: N/A						
Follow-Up Action Taken						
Child treated and remained at child care		Child taken home		Called 911		
Mandatory report made		Other:				
Notifications (as required by rule):						
Parent	Name:	Notified by:	Note	Phone	in Person	
DHS	Name:	Date:	N/A			
Law Enforcement	Name:	Date:	N/A			
OCC	Name:	Date:	N/A			

Teacher's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____