

Incident Report

(Hot Sheet)

CF/E-8 Revised 1/13

(optional)

This form is optional since delegates on elementary school sites may require their own form.

An incident report shall be filled out whenever a child is injured while in the care of Head Start staff. A sample form is attached to assist center staff in filling out the form as completely as possible.

Nature of Accident: More than one area may be checked. Pick the closest description as to what type of injury occurred.

Area affected: More than one area may be checked. Specify right or left, upper or lower if applicable. Indicate what finger or toe was affected if a hand or foot was involved.

Action Taken: Fill out completely. Be sure to write down the child's response and check all areas that have a 'yes' or 'no' box.

In an Accident: There needs to be a specific location noted i.e. *on the play ground next to the slide*. Describe in detail how the accident occurred, being specific. Indicate if there were any factors that contributed to the accident.

Be sure to sign the form and list any witnesses. The site supervisor needs to sign the report as well as the parent. A copy of the report goes to the parent when they pick up their child.

Distribute as per distribution listed on bottom of form.