

INJURY REPORT FORM

NOTE: To comply with licensing requirements you must notify us, by telephone, immediately following the occurrence of an injury to a day care child that is treated by a doctor. You should complete this form within 24 hours of the injury. For an injured child, obtain the signature of a parent or legal guardian. Forward this form onto the licensing agency and a copy should go within the child's file and one should go to the parent.

Name of injured: _____ Age: _____

Date of injury: _____ Time of injury: _____

Witness (es): _____

Where injury happened: _____

Any equipment or products involved: _____

Name of parent notified: _____

Time notified: _____ a.m./p.m. Notified by: _____

Description of injury and how it happened: _____

Who gave first aid and what did they do: _____

Treatment by medical personnel, telling who, what, when, and where: _____

Follow-up plan for the injured: _____

Injury prevention steps taken as a result: _____

Caregiver completing form: _____

Date form completed: _____ Parent's Signature: _____

Please use an additional sheet of paper if needed.