

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: Am PM 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.