



Accident Report Form

To have at the ready

- Date, time and location of the incident
 - Name and class of the ill and injured child / infant
 - Full details of the injury / illness
 - Details of any first aid that was provided
 - Information about what has happened after treatment
 - Name and signature of the first aider or person who dealt with the incident
 - The name of the parent / carer and the time which they were contacted
- The recorded information in the accident book can:
 - Ensure everyone in the workplace is aware of what has happened
 - Be used in future risk assessments
 - Help control health and safety risks
 - Be used in an investigation