Endless Options

Incident Report

MAKE VERBAL CONTACT WITH SUPERVISOR AND/OR PROGRAM MANAGER AND COMPLETE FORM. SUBMIT WITHIN 24 HOURS OF INCIDENT.

An incident is: (a) any medical emergency (b) any other emergency as defined in training (c) any incident where the child or staff is injured or there's damage to property (d) any incident where the child is a danger to themselves or others (e) any behavior considered unusual or out of the ordinary of daily activities (f) suspicion of abuse or neglect that must be reported to the State

If in doubt, file a report.

Name of Child: _____ Date of incident: _____

Name of Staff: _____ Date of report: _____

Location where incident occurred: _____

Supervisor of case: _____

Describe the incident. Please include who, when, what lead to the event, what the event was, description of behaviors and consequences or reactions of others. When were supervisors and parent/guardian notified? Attach CPS Report (use back if necessary):

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