Incident Report

Family Child Care Learning Home Rules: 290-2-3-.08(6); 290-2-3-.14(1)

Description of accidents, serious illnesses or situations where a child becomes missing occurring while child is in the family childcare learning home, including date, time and condition under which it occurred and the action taken.

Name of Child: ____________________________________________________________

Date of Accident/Incident: ___________________________  Time of incident/injury: ________________ (a.m./p.m.)

Place where injury/illness occurred: _______________________________________

Describe incident/injury: __________________________________________________

What caused the incident/injury? ___________________________________________

Describe the activity the child was engaged in at the time of the incident/injury: ____________________________________________________________

Was first aid given?  □ Yes  □ No

If Yes, describe it. ________________________________________________________

Were emergency services called?  □ Yes  □ No

If Yes, describe it. _______________________________________________________

Was a doctor contacted?  □ Yes  □ No  If Yes, give time: _______________________

Name(s) of doctor(s) _____________________________________________________

Parent/Guardian Notified?  □ Yes  □ No  Time Notified: ___________  Method of Notification: ___________

Did child remain in child care facility?  □ Yes  □ No

Corrective action taken to prevent reoccurrence: ______________________________

Additional Comments: ____________________________________________________

__________________________________________________________  _______________________

Signature of Provider  Date

__________________________________________________________  _______________________

Parent/Guardian Signature  Date

Note: All accidents occurring in the FCCLH which require medical attention and situations where a child becomes missing should be reported to Bright from the Start: Georgia Department of Early Care and Learning - Child Care Services within 24 hours.