

Sample Injury Report for Centre

Accident/Injury record			
Child's name: Gerard O'Toole			
Child's age: 3 years 4 months			
Date injury occurred: 27.10.YY			
Time injury occurred: 4.30 pm			
Circumstances that lead to the injury: Gerard was running between sections of the playground when he slipped on the pathway. He has a skinned right knee and a small contusion on the right side of his head. His head hit the play equipment as he fell.			
Action: Record details and discussion: No medical personnel contacted.			
Details of any medical action (Medical contacts, medication administered (complete a medication record also) or first aid provided by the service): No medication administered or medical contact initiated. Icepack to knee and forehead. Sitting quietly with an worker.			
Witnesses to incident: John Francis, Helen Turig and Annette Scharfe.			
Full name of parent or emergency contact person	Full name of staff member who made contact with the parent or	Date and time of notification or attempts	Successfully contacted parent or emergency contact: yes or no?
Mary O'Toole	Helen Turig	4.45pm	Yes
Date entry completed: 27.10.YY			
Time completed: 4.50 pm			
Name of person completing the entry: Helen Turig			
Signature of the person completing the entry: <i>Helen Turig</i>			