

## Appendix 6 - Accident, incident or dangerous occurrence report

|   |  |                             |  |
|---|--|-----------------------------|--|
| <b>Name of injured person</b>   |  | <b>Role/class</b>           |  |
| <b>Date and time of incident</b>  |  | <b>Location of incident</b> |  |
| <b>Incident details</b>   |  |                             |  |
| <i>Describe in detail what happened, how it happened and what injuries the person incurred</i>  |  |                             |  |
| <b>Action taken</b>   |  |                             |  |
| <i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i> |  |                             |  |
| <b>Follow-up action required</b>  |  |                             |  |
| <i>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again</i>           |  |                             |  |
| <b>Name of person attending the incident</b>  |  |                             |  |
| <b>Signature</b>  |  | <b>Date</b>                 |  |