

Incident Report

Date of incident

Date report filed

Person filing report

Instructions: As close as possible to the time the incident occurred, a copy of this report must be filled out by the person in charge. Other eyewitnesses to the incident (preferably adults) may also fill out additional copies of this form. You may use a separate sheet of paper.

Location, date and time of the incident

Description of the incident

Your involvement in the incident

Individuals who were injured and a description of the injuries

Description of action taken on behalf of injured

Names of others involved in the incident or witnesses

Name of adult in charge at time of the incident

Cause of the incident (in your opinion)

Additional comments

Sample of an Incident Report

Incident Report

Date of incident February 25, 2013

Date report filed March 2, 2013

Person filing report Leader O'Youth

Instructions: As close as possible to the time the incident occurred, a copy of this report must be filled out by the person in charge. Other eyewitnesses to the incident (preferably adults) may also fill out additional copies of this form. You may use a separate sheet of paper.

Location, date and time of the incident

St. Thomas, parish hall, 8 p.m., February 25, 2013

Description of the incident

During a game of dodge ball, a 14-year-old took a closely thrown ball to the head. He fell to his knees; was disoriented. Play stopped, boy was removed from the game and attended.

Your involvement in the incident

I was on site, but did not see the incident. I was at the far end of the hall talking with another youth.

Individuals who were injured and a description of the injuries

Brian N. Jury was the boy who took the blow to the head. No bruising or swelling visible. Just complaints of a sore head.

Description of action taken on behalf of injured

Ice, examination of contact area (no bruising or swelling), asked standard questions (number of fingers, date, name, etc.) — no problem there, 2 ibuprofen.

Names of others involved in the incident or witnesses

Many youth and two other adult leaders: Joe Blow and Harry Larry. Ball thrower was Mark Ball.

Name of adult in charge at time of the incident

Myself: Leader O'Youth

Cause of the incident (in your opinion)

Normal play. According to witnesses, no apparent intent on behalf of thrower to injure youth.

Additional comments

None.