

SECTION 2 • DOCUMENT THE INCIDENT

REPORT

Date, time, location, who was involved and who witnessed it, what happened, what was done, who was notified, and what follow-up is needed.

STUDENT(S) INVOLVED

DATE _____

TIME

LOCATION

Category

- ☐ Injury
- ☐ Behavior
- ☐ Property
- ☐ Other (describe below)

Who was involved

Witnesses

Witnesses		
NAME	ROLE	CONTACT

What happened (observable, factual, step by step)

What was done at the time

Who was notified (per your district's policy, page 6)

Who was notified (per your district's policy, page 6)		
NAME / ROLE	HOW NOTIFIED	DATE / TIME

Follow-up needed

REPORTED BY (PRINT NAME)

SIGNATURE

DATE _____

Log

INCIDENT REPORT

from whichever form was used that day, so a month is visible at a glance.
in whichever form was used that day. Use a fresh page each month.

[illegible]

cidents and different students visible on one sheet, the way a single replacement for the detail on the full or quick form.

Three sections: set up the categories, document the incident, then communicate and reference.

01 Set Up the Categories

PAGE 6



Setup: Categories and Your District's
Notification Policy

SETUP

6

02 Document the Incident

PAGES 8–11



Full Incident Report Form

REPORT

8



Quick Incident Report Form

REPORT

9



Playground / Recess / Bus Incident
Report Form

REPORT

10



Incident Log

LOG

11

03 Communicate and Reference

PAGES 13–16



A Report, Filled In

EXAMPLE

13



Family / Guardian Notification

COMMUNICATION

14



Phrase Bank for the "What
Happened" Section

REFERENCE

15



Quick Reference and Binder Organizer

ORGANIZER

16

TAG LEGEND

Setup — fill once, before the first report. · **Report** — one incident, filled out the same day. · **Log** — many incidents rolled onto one sheet. · **Example** — an invented student, for reference only. · **Communication** — a note meant to leave the building. · **Reference** — wording and look-ups, nothing to file. · **Organizer** — binder cover and tabs.

WHAT IS INSIDE, AT A GLANCE

17 pages · 4 incident categories · 3 report forms (full, quick, playground/recess/bus) · 1 incident log · 1 family notification page · 1 filled example · 1 phrase bank · 1 binder organizer.

WHO WRITES WHICH PAGE

A classroom teacher or case manager typically uses the Setup, Full, Quick, Log, Family Notification, and Phrase Bank pages. A paraprofessional, a recess or playground supervisor, or a bus driver typically uses the Playground / Recess / Bus form, then hands it to the classroom teacher or case manager for filing.

SETUP

Setup: Categories and Your District's Notification Policy

Fill once. The category list and the notification table below are places to write your own school's rule, not a statement of what that rule is.

SCHOOL

TEACHER / CASE MANAGER

SCHOOL YEAR

The four categories used on every form in this file

CATEGORY	WHAT IT GENERALLY COVERS (EXAMPLES ONLY, NOT AN EXHAUSTIVE LIST)
Injury	A physical injury to a student or staff member (a fall, a cut, a bump, a sting)
Behavior	A behavioral incident involving a student (an altercation, bolting from a supervised area, damaging a classroom)
Property	Damage to or loss of school or personal property
Other	Anything that does not fit the three categories above

ONE LIST OF CATEGORIES, EVERY FORM

The same four categories appear on the full, quick, and playground/recess/bus forms, and on the log, so a category means the same thing from one page to the next.

Your district's notification policy (write your own; left blank on purpose)

CATEGORY	WHO MY DISTRICT REQUIRES ME TO NOTIFY	WITHIN WHAT TIMEFRAME

THIS PAGE DOES NOT SET A POLICY

Every school district sets its own rule for who is notified and how quickly. This page is a place to write that rule down once, so the next adult who opens this file does not have to ask; it is not a statement of what any rule actually is.

Staff contacts to use across this file (optional)

FRONT OFFICE

HEALTH OFFICE / NURSE

ADMINISTRATOR

RELATED-SERVICE PROVIDER

REPORT

Full Incident Report Form

Date, time, location, who was involved and who witnessed it, what happened, what was done, who was notified, and what follow-up is needed.

STUDENT(S) INVOLVED

DATE

TIME

LOCATION

- Category
- ☐ Injury
- ☐ Behavior
- ☐ Property
- ☐ Other (describe below)

Who was involved

Witnesses

NAME	ROLE	CONTACT

What happened (observable, factual, step by step)

What was done at the time

Who was notified (per your district’s policy, page 6)

NAME / ROLE	HOW NOTIFIED	DATE / TIME

Follow-up needed

REPORTED BY (PRINT NAME)

SIGNATURE

DATE

 LOG

Incident Log

One line per incident, pulled from whichever form was used that day, so a month is visible at a glance.

One line per incident, pulled from whichever form was used that day. Use a fresh page each month.

#	DATE	TIME	STUDENT(S)	LOCATION	CATEGORY	BRIEF DESCRIPTION (OBSERVABLE)	REPORTED BY	NOTIFIED? (Y/N)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								

WHY KEEP A LOG AT ALL

A log makes a pattern across different incidents and different students visible on one sheet, the way a single report cannot. It is a rolled-up list, not a replacement for the detail on the full or quick form.

EXAMPLE

A Report, Filled In

An invented fourth grader. Every number below is checked against the table it comes from.

Elena M., invented fourth grader. One incident, reported on the Full Incident Report Form (page 8).

Student: Elena M. **Date:** Oct 14 **Time:** 1:40 PM **Location:** Classroom 12, independent reading
Category: Injury

Who was involved: Elena M. (student), Mr. Alvarez (teacher)
Witnesses: Two classmates seated at the same table

What happened? Elena stood to sharpen her pencil, caught her foot on a chair leg, and fell forward onto both hands. She did not hit her head. She said her left wrist hurt after standing back up.

What was done? Had Elena sit down and checked her wrist for swelling or inability to move it. Walked her to the health office at 1:45 PM.

Who was notified? Health office (in person, 1:45 PM); front office (phone, 1:50 PM); family (phone, 2:05 PM)

Follow-up needed? Health office to send an update if ice or further care was given. Check in with Elena at the start of tomorrow.

Elena M. is an invented student. No real student information is used.

What this incident’s log entry would look like

#	DATE	TIME	STUDENT(S)	LOCATION	CATEGORY	BRIEF DESCRIPTION (OBSERVABLE)	REPORTED BY	NOTIFIED? (Y/N)
1	Oct 14	1:40 PM	Elena M.	Classroom 12	Injury	Fell reaching for pencil sharpener, minor wrist pain	Mr. Alvarez	Y

IF THIS WERE THE THIRD INCIDENT LOGGED THIS MONTH

Two earlier entries this month: Oct 2, Property (a locker door damaged during dismissal); Oct 9, Behavior (left a supervised area during a transition). With Elena’s Oct 14 injury added, the log for this month shows 3 incidents: 1 Injury, 1 Behavior, 1 Property, 0 Other — the four counts add to the total logged.

WHAT THIS EXAMPLE WRITES

“Caught her foot on a chair leg and fell forward onto both hands.” Observable: anyone standing nearby would have seen the same thing.

WHAT THIS EXAMPLE DOES NOT WRITE

Not “Elena was not paying attention” or “Elena is clumsy.” Those are judgments, not what happened; they do not belong in this section on any form in this file.

WHERE THE PIECES OF THIS EXAMPLE LIVE IN THIS FILE

The full report above fills out page 8. Its one-line summary is the log row shown on page 11. If Elena’s family needed a note home, it would use the Family / Guardian Notification page (page 14), built from the same “what happened” and “what the school is doing” facts recorded here — nothing new is written twice.

COMMUNICATION

Family / Guardian Notification

A short, factual note home. Follow your own school's policy for any notification your district requires in a specific form or timeline; this page does not set one for you.

FAMILY	STUDENT	DATE

FROM (STAFF NAME)

WHAT HAPPENED (SHORT, FACTUAL SUMMARY)

CATEGORY

INJURY / BEHAVIOR / PROPERTY / OTHER (CIRCLE OR TYPE ONE)

WHAT THE SCHOOL IS DOING

NEXT STEPS, IF ANY

A QUESTION FROM THE FAMILY

BEST WAY TO REACH ME	A GOOD TIME TO REACH ME