

Appendix 5.1: Injury report

Child's name: _____ Date of birth: _____

Date of injury: _____ Time: a.m. p.m.

Parents notified: _____ Time: a.m. p.m.

When was the facility director (if applicable) notified of the injury? _____

Date: _____ Time: _____

Name(s) of child care practitioner(s) who were on site: _____

Names of staff who witnessed the injury: _____

Where did the injury occur? _____

What was the staff-to-child ratio when the injury occurred? _____

Describe the injury (type, extent). If appropriate, use the line drawings to indicate where the injury was located on the child's body:

Describe how the injury occurred (include sequence of events, group size and age mix, your proximity and ability to react, and the child's behaviour or actions):

If the environment (e.g., surfacing), a piece of equipment or a product was involved, describe how:

Was first aid administered? No Yes (If yes, specify what was done, and by whom):



Was further action taken (e.g., child taken to hospital, taken home)?

Doctor's contact information, if one was consulted:

If the child remained at the facility, what was the child's level of participation?

Other comments:

What corrective action should be taken to prevent further injuries of this type? Consider:

- the type or level of supervision,
- the need for additional staff training,
- the repair, replacement or elimination of equipment or toys,
- the reorganization of space or furniture, and
- the reinforcement of rules or limits.

Signature of reporting child care practitioner: _____ Date: _____

Signature of facility director or co-worker: _____ Date: _____
(if applicable)

Signature of parent/guardian: _____ Date: _____

