

Incident Log

In the event that

- 1 A child is hurt
- 2 There is a significant conflict between children or a child and an adult
- 3 A child is missing
- 4 There is a concern about a child's well-being

the incident needs to be logged. Indicate the date of the event, the child(ren)'s name(s) and describe the incident. In addition to explaining what happened, describe what the staff response was and the outcome of the incident. When the parents have been notified of the incident, write the date and initials of the staff who spoke with the parent. When the clerk or coordinator has noted the incident in the log, they will initial and date it as well.

Below are examples of two logged incidents:

Date	Child's name	Incident and Response	Parent Notified	Cme Notified
3-Jul	Anna Friend	Anna was swinging and tried to jump off mid-air. She landed her knees which were skinned up. Tr. Mary put antiseptic spray and a bandaid on both knees and gave her a hug. She stopped crying and joined the other kids. The nurse checked Anna out on her rounds.	M.G. 7/3	ckd-t 7/3
6-Jul	William Penn and Elias Hicks	William had been working very hard on his sculpey project. Elias squashed it. William yelled and jumped on Elias. Trs. George and Lucretia were able to separate them and speak with them both individually. William had used the rest of the red despite knowing Elias wanted it. They were able to talk about it together. William decided to give Elias some of his red and they both started over.	GF 7/6	pm 7/6

