**INTERNAL INCIDENT REPORTING FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE OF INCIDENT** | **TIME (state am/pm)** | | **EXACT LOCATION OF ACTIVITY** |
|  |  | |  |
| **ABOUT THE INJURED PERSON** | | | **NATURE OF INJURIES &TREATMENT GIVEN (Please state left or right)** |
| **Mr/Mrs/Miss/Ms**  **Surname:**  **Forename:**  **Address:**  **Postcode:**  **Tel No:** | | |  |
| **Doctor Recommended Yes/No**  **Ambulance Called Yes/No**  **Hospital Yes/No** |
| **Describe Accident and Cause. Record Minor/Major/Near Miss (Be Explicit) Ensure statements are taken from injured person and witnesses. (continue on reverse)**  **Take Photographs, if necessary.** | | | |
|  | | | |
| **Action taken to prevent recurrence (to be completed by Franchise)** | | | |
|  | | | |
| **Witness:** | | **First Aider in Attendance:** | |

|  |  |
| --- | --- |
| **Name:**  **Address:**  **Postcode:** | **Print Name:**  **Sign Name:** |
| **Teacher Signature** |
| **Sign:**  **Date** |
| **Franchise Manager Signature:** |
| **Sign:**  **Date** |

**(IF ANYONE REFUSES TREATMENT OR REFUSES TO SIGN THE FORM, PLEASE RECORD THIS)**

**Please ensure Parent reads form and sign below.**

**Parent/ Guardian Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**