

First Free Church
Incident Report

As a way to manage and document any difficulties that arise during Children's Ministries this form should be filled out for any accident, injury, and/or disciplinary incident that occurs while children are under the care of the children's ministry volunteer staff. Please inform your department head of any incidents that may occur. A CM staff will give an explanation and a copy of the incident form to the parents. A form needs to be scanned and digitally put into the CM computer file at the Church office.

Date/Time of Incident:	Location of Incident:
Child/ Children Involved:	
Type of Incident: Accident Discipline Injury Other: _____	
If injury, Please list child's name and location of injury on child:	
Parent(s) Notified: Yes No	
Parent(s) Signature: _____	
Witnesses of Incident(name of adults):	
Description of Incident & Action Taken:	

Nurse/Staff's Review of Incident:	

Nurses/Staff's Signature (person completing form):	
