

Child Care Incident Summary

Child's Name: _____

Date: _____

Time: _____

Description of incident (the "Who, What, Where, When, How and Why" of the incident. Include the names of those present. (Use reverse side if needed.)

What steps were taken to care for the child? (Use reverse side if needed.)

Who was contacted, such as the parent, the emergency contact, emergency medical personnel, or medical provider? (Use reverse side if needed.)

Parent's Response

Caregiver's Signature

Date

Parent's Signature

Date