

Kempsey Regional Support – Accident Incident Report

I need to fill in this form in the following situations:

When an actual incident or accident has occurred

When a potential incident or accident may have occurred

An incident or accident, whether it happened or may happen is anything that occurs on a respite activity that has or may cause injury or stress to the client, to another client, to a worker/volunteer or to a member of the community or is outside normal community standards of behaviour.

Please remember when filling in this form record the facts of what happened and be as descriptive as possible without any judgement

Name of worker/volunteer doing report: _____ Date: _____

Name of client/s involved: _____

Date of incident/accident: _____ Time: _____

Name of witness or members of public involved: _____

Where incident/accident occurred: _____

What happened before incident/accident: _____

What happened during incident/accident: _____
