

Daycare Accident Report

Printable fixed-layout template - complete in ink and attach required official records.

Accident details

Injured child

Date, time, exact location, and activity

Injury type and body area

Objective description

Witnesses

Care and communication

First aid provided and time

Medical care or referral

Staff response

Parent notification, time, and method

Review

Contributing factors

Prevention steps and assigned follow-up

Signatures

Reporting staff signature and date		Date	
Supervisor review		Date	
Parent or guardian acknowledgment		Date	