



Incident Report

Date: _____

Dear _____

This letter is to inform you that an incident occurred and below are the details of the incident.

Name of injured student: _____

Name of injured staff member: _____

Where incident occurred: _____

Details of the incident:

Witnesses:

Teacher in charge of student(s): _____ Date: _____

Principal's Signature: _____ Date: _____

Nurse Coordinator's Signature: _____ Date: _____