

CHILD ACCIDENT AND INJURY REPORT FORM

[Reference: Centre Based Care Licensing Standards: Standard 15.4f]

Centre Name:	
Full name of child:	
Age of child at the time of accident/injury:	
Date accident/injury occurred:	Time accident/injury occurred:
Circumstances of accident/injury:	
Location where accident/injury occurred:	
Nature of any injury sustained:	
Names of witnesses:	
Action taken, including administration of first aid:	
Time of child's departure from the centre:	
Name of the person collecting the child:	
Record of persons notified and by whom:	
Name of person making the report:	
Signature of person making the report:	Date:
I/we acknowledge that I/we have been notified of the accident/injury:	
Signature of parent	Date:
Signature of parent	Date:

Action has been taken to address risk (as relevant)

Note: The centre is to retain a child's accident or injury report forms until that child turns 25 years of age, consistent with the requirements of the *Tasmanian Limitations Act 1974*.