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## Parish of Chalfont St Giles

### Accident and Incident Form

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A book should be kept in a place accessible to all staff, so they can record any accident or incident that might occur. Such information may be required in the event of enquiries by a doctor (about how the accident happened) or as accurate evidence in the event of anyone asking questions about what happened. This book should be retained in a safe place.

This form should be completed immediately after any accident or significant incident. The parent or carer and incumbent should be informed as soon as possible. Any follow up action should be discussed with the incumbent and/or the leader.

Name of Parish: *Chalfont St Giles Church*

Name of Group \_\_\_\_\_

Date & Time	Accident/Incident Include details of all directly involved and any witnesses (normally only two are required). Indicate where the incident took place, whether there were any injuries, and any first aid or medical treatment given and by whom.	List of Staff on duty	Staff/Leader filing report	
			Name	Signature

Have you informed the parent/carers? YES/NO

If No, explain why \_\_\_\_\_

Signed \_\_\_\_\_ *(Person in charge at the time of the incident)*