

Incident Report

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Reported By: [Insert Name]

Role: [Insert Role, e.g., Teacher, Student]

Incident Description

[Provide a detailed description of the incident, including what happened, who was involved, and any actions taken immediately after the incident.]

Witnesses

[List names and contact information of any witnesses to the incident.]

Actions Taken

[Describe any actions that were taken following the incident, including notifications made to school authorities, parents, or emergency services.]

Recommendations

[Provide any recommendations for preventing similar incidents in the future.]

Signature

[Signature]

[Printed Name]

[Date]