



Incident Record

Full name	Telephone number
Address	
Post Code	

Date	Time	Area of Playgroup
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What happened:

Names and addresses of witnesses:

Statements attached: yes / no

Actions taken:

Name of person recording incident:	Signature:	Date/Time:
Name of Doctor / Nurse attending:	Signature:	Date/Time:
Parent/Carer's Name:	Signature:	Date/Time: