



Accident, incident and injury form

Date	Time of incident	Child's name	Parent/caregiver's name	Playgroup name

Describe incident

What first aid or treatment was administered

Where did the incident occur

List any equipment or property involved

Please notify one of the ECP committee members below

President
president@elwoodplaygroup.org.au

Secretary
secretary@elwoodplaygroup.org.au

**Once form is complete post in committee mailbox
 (Situated left of sign in sheets)**

ECP notified (who & when)	Action/Outcome

(office use only)