Situation 1: a spilled drink

Student A

Incident logbook

| Child name | (Student B creates a name) |
| --- | --- |
| Date | (Student B creates a date) |
| Time | 10:00 |
| Location | Classroom |
|  |  |
| Other children involved | no |
| Witnesses |  |
|  |  |
| Type of incident |  |
| Extra details | Clothes, table and floor wet |
| Caused by |  |
|  |  |
| Action taken | Cleaned up together with child. Helped child change into dry clothes. |
| Follow up |  |
| Parents notified | Yes, at pick up time at the end of the day. |

Situation 1: a spilled drink

Student B

Incident logbook

| Child name | (create your own) |
| --- | --- |
| Date | (create your own) |
| Time | 10:00 |
| Location | Classroom |
|  |  |
| Other children involved |  |
| Witnesses | Classmates and teacher |
|  |  |
| Type of incident | Accident |
| Extra details |  |
| Caused by | Drink spilled |
|  |  |
| Action taken |  |
| Follow up | Checked how child was feeling. |
| Parents notified |  |