



Armidale & District Family Day Care Ltd

95 Faulkner St (P.O. Box 951)

Armidale NSW 2350

Ph: 02 6772 5300

Email: afdc@optusnet.com.au

Incident, injury, trauma and illness record (circle relevant type of record)

Child's details

Surname:.....Given names:.....

Date of Birth:...../...../.....Age:.....

Incident/injury/trauma/illness details: (including any products or structures involved)

Circumstances leading to the incident/injury/trauma:.....

.....
.....

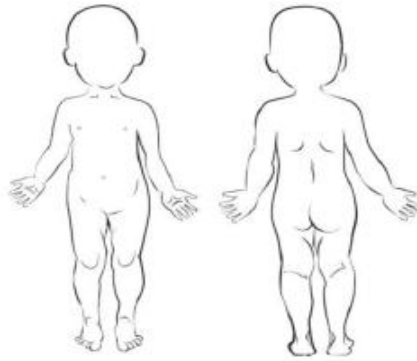
Location:.....Time:.....am/pm Date:...../...../.....

Educator :

Signature:.....Date:...../...../.....

Nature of injury sustained

- | | |
|---|----------------------------------|
| <input type="radio"/> Abrasion, scrape | <input type="radio"/> Rash |
| <input type="radio"/> Broken bone/ fracture | <input type="radio"/> Sprain |
| <input type="radio"/> Bruise | <input type="radio"/> Swelling |
| <input type="radio"/> Burn | <input type="radio"/> Bite |
| <input type="radio"/> Concussion | <input type="radio"/> Other..... |
| <input type="radio"/> Cut | |



Illness

Circumstances surrounding child becoming ill, including apparent symptoms:

.....
.....

Time of illness:.....am/pm Date of illness:...../...../.....

Action Taken

Details of action taken, including first aid/administration of medication:.....

.....

Medical personnel contacted: Yes/No

If yes, provide details:.....

.....

Details of person completing this record

Name:.....Signature:.....

Time the record was made.....am/pm Date record made:...../...../.....

Notifications (including attempted notifications)

Parent/guardian:.....Time:.....am/pm Date:...../...../.....

Service/Co-ordinator:.....Time:.....am/pm Date:...../...../.....

Regulatory Authority:.....Time:.....am/pm Date:...../...../.....

Parent Acknowledgement

I.....(name of parent/guardian) **have been notified of my child's incident/injury/trauma/illness (please circle)**

Signature:.....**Date:**...../...../.....

Please add additional follow -up notes. Please return this form promptly to Armidale & District Family Day Care as we have an obligation to forward it to DEC (the Regulatory Authority) within 24 hours of the incident, injury, trauma or illness occurring.