

How to Complete and Submit an Incident Report

- After class fill out the report before you leave the school, while the incident is still fresh in your mind.
- Fill out all sections of the incident report
 - Name of Instructor Submitting Report
 - School
 - Program
 - Date
 - Instructors Working
 - Name of Child (first and last)
 - Time of the Incident
- Write a detailed description of the incident. Use as many specifics as possible (names of other children involved, specific location of an injury, etc).
- Write a detailed description of the steps taken/instructor response.
- Answer the questions at the bottom.
- After filling out the report contact OTA Management and discuss the incident.
- Submit the incident report to OTA Management ASAP.

When to fill out an incident report:

- Injury
- Fighting
- Bullying
- Behavior issues that are extremely disruptive of class

NOTE: Directors should maintain a hardcopy file for incident reports that are accumulated throughout a program session/school year. This file will be reviewed during session end and school year closeout meetings.