



Faith International Academy

Incident/Accident Report Form

NOTE: All incidents or injuries that happen on campus or at FIA events must be reported to the appropriate administrator/supervisor as soon as possible. Student injuries must also be reported to the parents or guardians as soon as possible.

Date report is written:

Name of person injured:

Name of staff reporting:

Date of incident:

Time of incident:

Name of class/activity:

Person responsible for event:

Location of incident:

Other Witnesses:

Person injured: **Student** **Staff** **Employee** **Other** explain:

Description of the incident, injuries and action taken:

Emergency contact name:

Relationship to injured:

Mobile phone number:

Administrator's name:

Mobile phone number:

Any other contacts name:

Mobile phone number:

All of the above facts are a true record of the incident.

Signature:

Submit this form to the Front Office (Admin building)