



## Incident - Accident - Near Misses - Report Form

Fill in all blanks and boxes that apply.

Name of Employee: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of Client's Residence: \_\_\_\_\_

Client's Name: \_\_\_\_\_ Sex: M F Birth date: \_\_\_/\_\_\_/\_\_\_ Incident Date: \_\_\_/\_\_\_/\_\_\_

Time of Incident: \_\_\_:\_\_\_ am/pm Witnesses: \_\_\_\_\_

Name of Next of Kin Notified: \_\_\_\_\_ Notified by: \_\_\_\_\_ Time Notified: \_\_\_:\_\_\_ am/pm

EMS (911) or other medical professional  Not notified  Notified Time Notified: \_\_\_:\_\_\_ am/pm

Location where incident occurred:  Bedroom  Bathroom  Hall  Kitchen  Living room  
 Dining room  Stairway  Gym  Office  Unknown  Other (specify) \_\_\_\_\_

Equipment / Product involved:  Sliding Board  Hoist  Wheelchair  Bed  
 Walking Aid  Standing Frame  Other Equipment (specify): \_\_\_\_\_

Cause of Injury (describe): \_\_\_\_\_

Fall to surface; Estimated height of fall \_\_\_ feet; Type of surface: \_\_\_\_\_

Fall from tripping  Fall from wheelchair  Injured by object  Eating or choking

Insect sting/bite Animal bite  Exposure to cold

Other (specify): \_\_\_\_\_

Describe specifically how the injury happened. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Parts of body injured:  Eye  Ear  Nose  Mouth  Tooth  Part of face  Back  
 Part of head  Neck  Arm  Wrist  Hand  Leg  Ankle  Foot  Trunk

Other (specify): \_\_\_\_\_

First aid given at the facility (e.g. comfort, pressure, elevation, cold pack, washing, bandage): \_\_\_\_\_

Treatment provided by: \_\_\_\_\_

- No doctor's or dentist's treatment required
- Treated as an outpatient (e.g. office or emergency room)
- Hospitalized (overnight) # of days: \_\_\_\_\_

Number of days of limited activity from this incident: \_\_\_\_\_ Follow-up plan for care of the client: \_\_\_\_\_

Corrective action needed to prevent reoccurrence: \_\_\_\_\_

Name of Service Coordinator/Official notified: \_\_\_\_\_

Signature of Staff Member: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Client/Next of Kin: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_ Date: \_\_\_\_\_