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What is an incident report?

An **incident report** or **accident report** is a form that is filled out in order to record details of an unusual event that occurs, such as an injury to a student. The purpose of the incident report is to document the exact details of the occurrence while they are fresh in the minds of those who witnessed the event. This information may be useful in the future when dealing with issues stemming from the incident.

What are some guidelines for what should and what should not be entered into an incident report?

Yes	No
Concise Declarative sentences Objective The reader should be able to have a “picture” of what happened.	Excessive language Judgment sentences Opinions The reader is not able to picture the events as they occurred.

Good Sentences	Not So Good Sentences
Child was screaming.	Child was angry.
He displayed non-compliance in the form of refusing to follow teacher directions.	He didn’t want to do his work so he started acting out.
He appeared upset as evidenced by crying and making “I’m sad” statements.	He was really agitated.
She was attempting to bolt from the room, as demonstrated by pushing aside students, attempting to aggress towards teacher who was standing between her and the door, and screaming “I am getting out of here.”	She was out of control.
Protective hold lasted 3 minutes.	He was in a hold for a long time.
He attempted to kick a student who had been involved in an aggressive episode with child the previous day.	He wanted revenge on another student.
While no direct antecedent could be established, the child was engaging in a math activity just before the outburst began.	There was no antecedent, no reason for him to act out this way.

Reporting Guidelines

1. A supervisor must be notified by the end of the school day after an incident has occurred.
2. An incident report must be delivered within 24 hours of the event.
3. A post-intervention meeting, with relevant personnel, needs to occur within 5 school days following an event involving a protective hold.