Incident Report – Near Miss

Use this form for “near miss” incidents that involve minor losses or no loss as such, and when there is no injury/illness involved - any incident that highlights workplace hazards and the need to initiate corrective action.

Do not use this form for serious illness of or injury to a child while attending the Jr. Kindergarten or any other incident that occurs while a child is attending the Jr. Kindergarten that may seriously affect the health or safety of the child. This includes death of a child, illness or injury requiring emergency medical services and hospitalization, error in the administration of medication, allegation of abuse, missing or lost child, child left on premises after hours, a young person involved in a crime, intruder on premises, child removed from a program without permission, emergency evacuation or unexpected program closure, etc. These should be reported on the Government of Alberta Incident Report for Child Care Programs (CDEV 4029).

Date of incident (month/day/year): ____________________________ Time of incident: ____________

What happened?

Where did it happen?

Individuals involved with the incident (children, staff, other persons):

What did you do in response to this incident and to initiate corrective action?

Reporter’s Name (please print) ____________________________ Child Study Centre Director ____________________________

Signature ______________________________________ Signature ______________________________________

Date reported ____________________________ Date ____________________________

The information collected on this form is collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act for the purpose of reporting near miss incidents for the Child Study Centre Junior Kindergarten program. Questions concerning the collection, use or disposal of this information should be directed to the Director of the Child Study Centre (contact information below).