

Ottawa Islamic School

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Incident Report

Date: _____

Re: Accident and Incident Report

From: _____

Name of Student / Grade: _____

Time of Accident: _____

Place of Accident: _____

Nature of Injury: _____

Description/ details of the Incident (What was the student doing when injured?)

Action Taken (What was the immediate action taken?):

Note to Parents (Did anyone communicate with the parents?):
