Incident Report Annual Log

This log is to be used in order to track all Incident Reports filed on an annual basis. When an Incident Report is completed and filed, information related to that report will be logged.

At the annual Client Care Committee Meeting, all Incident Report Annual Logs will be reviewed in order to ensure client safety, as well as accuracy and effectiveness in the execution of the procedure for providing care (administering first aide or CPR, calling 9-1-1, contacting family member(s), etc.).

Clinic Location: _____ Date Range: _____

Date of Incident	Client Number	Summary of Event	Family Notified	Staff Involved
Example: 9/27/18	00358	Client fell from swing; client let go of swing and fell to the matting on the floor approx. 12" from bottom of swing. Redness noted on client's elbow.	Mother	Kinsey Johnson

Clinic Location: _____ Date Range: _____

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