

Injury / Incident Report

Date Report Submitted _____

REPORTER'S INFORMATION

Name _____ Title _____

Email _____ Phone _____

Supervisor _____ Phone or Email _____

INJURED / COMPLAINTANT INFORMATION

Name _____ Age _____

Parent / Guardian Name(s) IF **UNDER 18**

Address _____

Email _____ Phone _____

INFORMATION ABOUT THE ACCUSED (IF APPLICABLE)

Name _____ Age _____

Relationship to suspected victim

Is the Accused an employee? YES NO

DETAILS OF INJURY / INCIDENT

Date _____ Time _____ Location _____

Nature of Injury / Incident

Was a parent contacted (IF APPLICABLE) YES NO Date & Time of contact

Name of parent contacted _____ Who contacted the parent

How was the parent contacted IN-PERSON PHONE EMAIL TEXT

Describe any care or first aid given, and who provided it

Was anyone else involved or a witness to the injury / incident (provide name and contact info)

Did you notify state or local authorities YES NO If other agency, provide name

Agency Contact _____ Date & Time of contact

DETAILS OF THE INJURY / INCIDENT (CONTINUED)

Provide any other additional details below

Reporter's Printed Name

Reporter's Signature

Date

Copies of this report shall be filed, in envelopes, with the Administrator and Senior Warden

Important Numbers

**Abuse Hotline (FL Dept. of Children and Families)
800-96-ABUSE (22873)**

Chapter 39 of the Florida Statutes (F.S.) mandates that any person who knows, or has reasonable cause to suspect, that a child is abused, neglected, or abandoned by a parent, legal custodian, caregiver, or other person responsible for the child's welfare shall immediately report such knowledge or suspicion to the Florida Abuse Hotline of the Department of Children and Families.

**State of Florida
[Florida DCF Online Reporting](#)**

**State of Georgia
[Georgia CPS Online Reporting](#)**

State of Alabama

[Alabama Reporting Information](#)

**Gulf Atlantic Diocese
904-300-0512
safeguarding@gulfatlanticdiocese.org
[GAD Online Reporting](#)**

**National Suicide Prevention Lifeline
800-273-TALK (8255)
Available 24/7.**

**Crisis Text Line
Text 741741
To connect with a Crisis Counselor. Available 24/7.**