

Parental acknowledgement:

I John Gee

(name of parent/guardian)

have been notified of my child's incident/injury/trauma/illness.

(Please circle)

Signature:

John Gee

Date: 13 / 6 / 16

Additional notes / follow up:

Answer to 2B.

I would phone /email parent/s, guardians immediately and notify them of the incident.

I would notify the co-ordinator face to face or through phone and email.

I would phone the child's doctor and let them know of the circumstances, and if needed the ambulance.

I would hand the incident report to supervisor and await the follow up.