Incident record

Write it before you leave, while it is fresh. Describe what was seen and heard, not opinions.

If someone is hurt or in danger, call 000 first. Then tell the person on the contacts list.

Date

Time

Where

Worker's first name

Before: what was happening just before

What happened

After: what you did, and how things went

Who was told, and when

For your family's own records. Registered providers have their own reporting duties. Not an NDIS form. General information, not advice.

After an incident: follow-up

Fill this in once things have settled, so the whole team learns from what happened.

Date of the incident

Followed up by

Was anyone hurt? Any first aid or medical care given

Changes to the care plan or routines

Who else needs to know (doctor, therapist, provider, support coordinator)

	Done by
☐ Talked with the worker about what happened	
☐ Updated the care plan, and told every worker	
☐ Told the person's clinician or behaviour support practitioner, if it relates to their plan	
☐ If the worker came through a registered provider, checked the provider knows and has reported it if required	

If you're worried about the safety or treatment of a person with disability, you can raise it with the NDIS Quality and Safeguards Commission.

For your family's own records. Registered providers have their own reporting duties. Not an NDIS form. General information, not advice.