



4-H Nova Scotia Incident Report

Return completed form within 24 hours of incident to:

4-H Nova Scotia
90 Research Drive, Suite 122
Bible Hill, NS B6L 2R2
Email: carolyn.gibson@4hnovascotia.ca
Fax: 902-843-3980

IMPORTANT:
Report any emergency
situations/serious injuries
immediately to Cathy Caswell,
4-H NS Executive Director,
902-957-1858.

Please check all that apply: Injury/Possible Injury Property Damage Code of Conduct Violation

Information for Individual Injured/Involved in Incident

Name:
Parent/Guardian Name (if above-named is a minor):
Phone Number:
Mailing Address:

Individual is a: 4-H Member 4-H Volunteer Non 4-H Attendee

Incident Information

Date of Incident:	Time of Incident:
Name of 4-H Event or Activity:	
Location of Incident (list as much detail as possible including address, room number, etc.):	

List all witnesses to the incident:

Name:	Phone #
Guardian/Parent Name if above-named is a minor:	

Name:	Phone #
Guardian/Parent Name if above-named is a minor:	

Name:	Phone #
Guardian/Parent Name if above-named is a minor:	

Please list any further witnesses on a separate sheet.

Was the incident reported to a parent/guardian, chaperone, facility staff, 4-H NS or NSDA Staff? Yes
No

If yes, who was incident reported to? _____

Was the incident reported to any other authorities (i.e. RCMP, local police, social services, etc.)? Yes
No

If yes, who was incident reported to? _____

Describe the incident in as much detail as possible, attach extra sheet if necessary:

List/describe any actions taken and by whom, attach extra sheet if necessary:

Special note: if the individual involved was taken from the event/activity for treatment or sent home please include name of person they were taken by or left with.

Was any medical attention sought in relation to the incident?

If yes, please list details including hospital and physicians name if applicable. _____

Completed by: _____ Date: _____