

### Host Family Incident reporting form

Host family name		Date form completed	
Student name		Date of Incident	
Details of the incident			
Where did the incident occur			
Details of First Aid or other medical treatment given			
Did the student need to attend a Doctor or Hospital for further treatment?			
Has the student Guardian been informed? If so, was it by email or phone? Who did you talk to?			
Any other information relating to this incident or how to avoid a repeat occurrence.			

Brighter Prospects Guardians office use only: - copy of this record placed in:

- Host Family file
Yes
No
- Parent & Student files:
Yes
No
- School file:
Yes
No

**Actioned & signed by Brighter Prospects Guardians** \_\_\_\_\_