

School Incident Report Form Sample (Excel File)

The **school incident report form sample** Excel file provides a structured template for documenting and tracking incidents efficiently. It ensures clear and consistent reporting by including essential details such as date, location, and involved parties. This organized format aids school administrators in maintaining safety and accountability.

Sample Structure (Columns)

- Date of Incident
- Time of Incident
- Reported By
- Location
- Persons Involved
- Type of Incident
- Description of Incident
- Immediate Actions Taken
- Witnesses
- Reported To
- Follow-up Actions/Recommendations
- Administrator Review/Comments

Excel Sample Preview

Date of Incident	Time	Reported By	Location	Persons Involved	Type of Incident	Description	Immediate Actions	Witnesses	Reported To	Follow-up Actions	Admin Comments
2024-04-21	09:30 AM	Jane Smith	Playground	Alex Brown	Injury	Student fell during recess, scraped knee.	First aid given	Tom Lee	Principal	Monitor wound, inform parents	Reviewed, no further action
2024-04-22	11:15 AM	Martin King	Cafeteria	Sara White, Joe Black	Bullying	Verbal altercation between students.	Separated students, informed counselor	Amy Wong	Assistant Principal	Counseling for both parties	Follow-up in one week

Download

[Download School Incident Report Form \(Excel Sample\)](#)