REQUIRED FOR LICENSING

Minor Injury, Illness, Incident or Near Miss Notice

Licensing criteria for Early Childhood Education and Care Centres 2008 (as amended 20 April 2026): HS120
Education (Early Childhood Services) Regulations 2008, 46 (a) (b)

Complete this form for Minor injury, Illness, Incidents or Near miss.

This incident report is for a: ☐ Child ☐ Centre Member / Whānau / Adult ☐ Visitor Adult/Child

Name of person/child involved		Child's Age:
Date of Incident		
Time of incident		
Classification: (Circle one)	***Minor Injury / Illness / Incident / Near Miss**	
Where is the injury or illness		
Describe the details of what happened? **Include the location of the incident in the Centre.**		
If First Aid treatment was given, what did it include? *If the injury worsens after session and medical attention is needed call your Kaimahi as soon as possible and provide an update.*		
Who performed first aid? (If applicable)	☐ Parent/Caregiver/Whānau ☐ First Aider Name:	
If more information is needed, who can we contact? (Name and contact number).		
Parent/Whānau signature to confirm they have been informed (if a child was the person affected).	Signature: Date:	

***Minor Injury:** One that can be managed with basic first aid and does not require medical treatment after session.

***Illness:** An illness that can be spread from one person to another either directly or indirectly.

***Incident:** An instance of something happening, that exposes the health and safety of a person/s to a serious risk that could cause harm or injury.

***Near Miss:** An that could have resulted in an injury, illness or damage – but did not.

****A copy of this record must be retained on site at Centre for two years following the incident****

REQUIRED FOR LICENSING

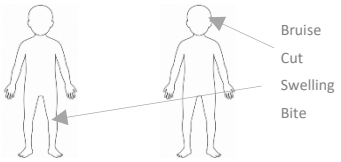
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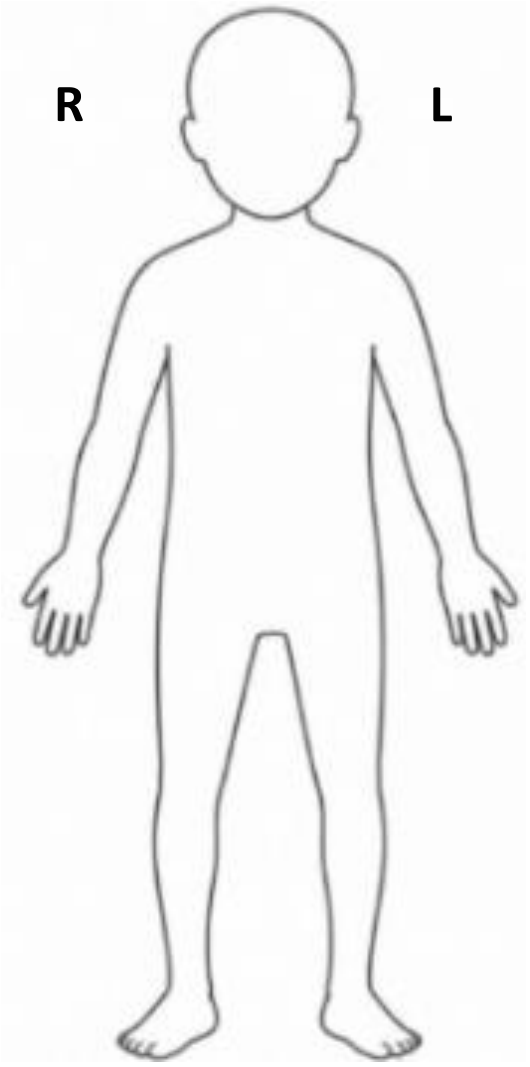
BODY MAP

Where is the injury or illness?

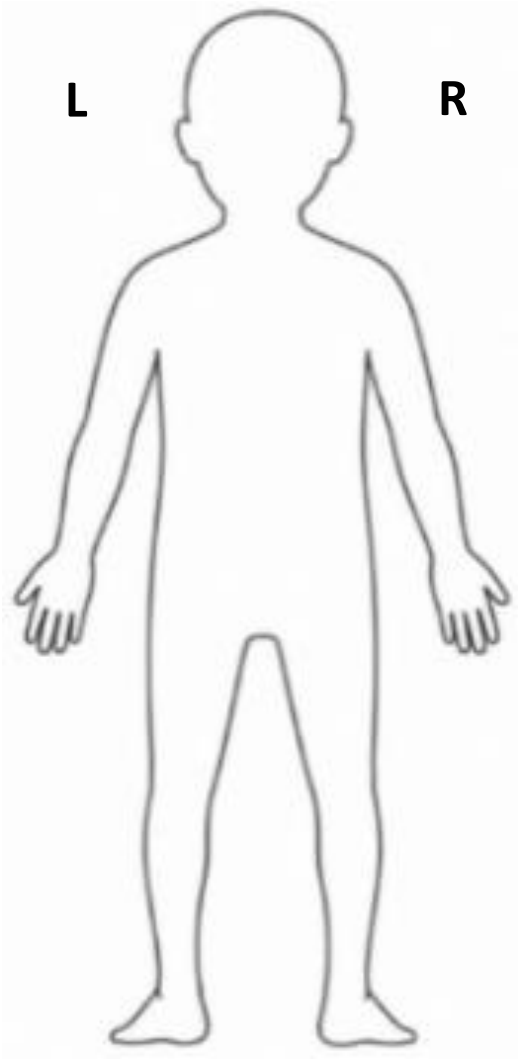
Use the body below to show the location of the injury



Front



Back



Bruise
Cut
Swelling
Bite
Burn
Graze