

Storypark 

Incident Reporting

User guide & tips





A quick note before using this resource

These descriptions are intended as a general guide to assist with completing the report and do not replace or supersede any legal, regulatory, or centre-level obligations. Please consult your centre administrator and refer to the relevant regulations or governing bodies for specific requirements.

The Storypark help centre has detailed step by step instructions on using incident reporting via the website or iOS Educators app. For answers to frequently asked questions, permission settings, what families see and more please consult the help centre as it is updated regularly.

Incident reporting quick reference

Time: Enter the exact time the incident occurred. This information is crucial for identifying patterns and providing accurate records.

Day: Specify the date the incident occurred. Select a past date if applicable.

Observers: Select the names of staff who witnessed the incident. Observers must have a Storypark login. If they don't, we recommend including them in the 'Details of incident' field below.

Location of incident: Provide a detailed description of where the incident occurred. This helps to assess safety in specific areas.

Details of incident: Describe what happened in as much detail as possible. Include any relevant information (e.g. body parts affected) to paint a clear picture of the incident.

Circumstances leading to incident: Outline the events, conditions, or any apparent symptoms that led to the incident. Were there any contributing factors, such as weather, equipment, or behaviour?

Nature of the injury/illness: Select the type of injury or illness. These are separated into the five most common entries at the top, followed by an alphabetised list of all possible descriptors. If the injury or illness isn't listed, select "Other (please specify)"

Action taken: Detail any actions taken after the incident, such as first aid or administration of medication.

Emergency services: If emergency services were involved, provide details of when they were called, the time they arrived, and any outcomes.

Involved doctors/hospital: If medical attention was sought, include the name of the hospital or clinic, the registered practitioner, and any treatments given.

Further actions: Describe any steps taken to prevent or minimise this type of incident in the future. This may involve adjusting processes, training staff, or making environmental changes.

Details of notifications: Record any notifications or attempted notifications made to parents/guardians including the date, time, and method of communication.

Add incident report



Aaron



9:30 AM



Today

Observed by



Andrew Fyfe ▾

Location of incident

Details of incident

Circumstances leading to incident

Nature of injury, illness, etc. ▾

Action taken, inc. first aid, medication, etc.

☒ Involved emergency services

Details, inc. time contacted and arrived...

☒ Involved doctors, hospital, etc.

Details of any medical attention sought from a registered practitioner or hospital...

☒ Further actions

Details of any steps taken to prevent or minimise this type of incident in the future...

Details of any notifications, inc. attempted...



When approved, notification can be sent to family admin(s)

Cancel

Submit report



**Here's how a
completed report
will appear on
Storypark**

Incident report

Little Lives ELC

Aaron Tattersall-Wilson

DoB: 23 Sep 2023 (Age1)

Gender: Boy

Time of incident	11:44am, 23 Sep 2024
Location of incident	Block corner in the preschool room
Observed by	Jenny Lee, Penny Allard

Details	Aaron hit his mouth against the block shelf. Blood present around four top front teeth.
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Circumstances leading to incident	Aaron was running through the block area and tripped over a block on the floor leading to him falling and hitting his mouth on the block shelf.
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Nature of injury, illness, etc.	Tooth
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Action taken	Comforted Aaron and gave him an ice block as a cold compress for mouth. Noticed blood around front top teeth.
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Involved doctors, hospital, etc.	Yes - details: Brett (Aaron's dad) took him to the dentist to get the teeth checked out. Dentist confirmed the wound was surface level and wouldn't impact his teeth.
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Further actions	Ordered child safety foam corner protectors for the block shelves.
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Notifications	<p>Incident record notification sent to family admin(s) at 2:45pm, 23 Sep 2024</p> <p>10:35am Nellie called Brett's mobile, left a voicemail</p> <p>10:40am Nellie called Brett's work number and got through to tell him of the incident. Nellie recommended getting a dentist to check out Aaron's mouth. Brett said he will pick him up in 15 minutes and take him to their dentist.</p>
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Storypark

Enhance quality practice,
improve family engagement
and empower your team

storypark.com