



Continence Incident Alert

Template



Subject line: Incident alert – Continence management

Dear [NAME]

Please see below details of an incident that occurred today.

We will record this in the Continence Management Log for [student].

If you have any questions, please do not hesitate to contact [me by return email].

Incident Alert – Continence Management Log

Student Details

Student Details	
Student Name	
Year Level	
Age	

Type of Incident	
Type of Incident	Not contained incontinence incident

Incident Details	
Date of incident	
Time of incident	
Location of incident	
Classroom teacher	
Attending staff member	
Type of incident	☐ Urine ☐ Bowel ☐ Menstruation
Change of clothes	☐ Yes ☐ No
Description of incident	

Completed by (staff member name): _____ Date: _____

Approving authority	Director, Learning and Regional Services		
Approval date	24 August 2023	Next review	Feb 2026