

CHILD INCIDENT REPORT POLICY

What to do if a child is injured?

Follow the recommendation of care from “Medical Emergencies in Early Childhood” or “Childhood Emergencies: What to Do” that are located in the clear wall pocket inside your classroom. If a child is injured or experiences a medical emergency while under UMCHS care (classroom, bus, field trips etc.), staff have an obligation to complete the incident report form for the child and notify the child’s guardian as soon as feasibly possible.

When should an incident report be filled out?

Any accident involving a child that requires staff to provide first aid (bumps, bruises, bites, scrapes, splinters-band-aids, ice packs) must be written up on incident report form **on the day of the incident**. An incident report form also needs to be completed if a medical situation or environmental exposure occurs. (seizure, child passes out, etc).

What are some helpful tips to completing the incident report form?

- Only use the name of the child that is injured to protect **confidentiality**
- Include names of all witnesses
- Ensure the supervisor signs the form
- Complete the Blood Borne Pathogen question on every form
- Complete the corrective action section of the incident report
- Contact the Operations Director or Health and Nutrition Director if you have any questions on completing the form.

Who needs to be notified of an incident?

- Notify the parents ASAP, provide them a copy of the report
- Parents should be notified immediately with any head injury
- The site supervisor needs to sign off on all incident reports. If the only person witnessing the incident is the site supervisor, then the immediate supervisory should sign off on the incident report (Child and Family Services Manager).

If the child requires medical attention (emergency room, doctor office visit, dentist visit), will I do anything different?

- Complete the section of the form “Was treatment beyond first aid required”
- Contact the Operations Director or Health and Nutrition Director Immediately
- Health and Nutrition Director/Operations Director will ensure Child Care Director and Human Resources are notified.
- Operations Director and Health and Nutrition Director will notify Senior Leadership team when treatment beyond first aid is required

What do I do with the incident report once complete?

- White Copy- Place Child’s File
- Yellow Copy-Sen with Parent
- Pink Copy-send to Health and Nutrition Director

