

Child Health and Safety

Task: Entering Accidents into ChildPlus

Task	Person Responsible	Date to be Completed
<p>Once Accident/Injury report has been received, it is to be entered into ChildPlus and uploaded as an attachment.</p> <ol style="list-style-type: none">1. Entering Accident/Injury in ChildPlus.2. Enter Child Name, go to Health tab-Add Accident.3. Enter Event date.4. Results - 1/2 word description.5. Enter agency worker.6. Check Parents/Guardian Notified.7. Who was notified, by whom, date and time notified..8. Notes - Click on the clock.9. Give a brief description of what happened and include when the parent was given the accident/injury report.10. Add follow-up actions as needed.11. Upload attachment as a PDF or JPEG.12. File originals in Child's File.	Health Services Manager or Designee	When received
<p>For Serious Accidents/Injuries, see below:</p> <ol style="list-style-type: none">1. Enter all correspondences into Child Plus as an action under initial event.2. Enter, Scan, and Attach all paper regarding Accident/Injury into ChildPlus3. Place Originals in Child's File	Health Services Manager or Designee	When received