

**Task: Accident/Injury**  
**1304.22(a)**

Task	Person Responsible	Time Frame
<p>Accidents/Injuries involving a child that requires first aid (scrapes, bruises, bumps, splinters, band-aids, ice packs, tooth extractions, etc.) must be written up on an Accident/Injury Form on the same day as the accident.</p>	All Staff	same day as accident
<p><b>Injuries, including but not limited to, massive bleeding, broken bones, head injuries, etc. signs of serious illness including but limited to high temperature, disorientation, coughing, vomiting, or diarrhea with blood present, severe difficulty breathing, seizure, etc. must be reported to the parent/guardian immediately.</b></p>		
<p>Complete Accident/Injury Report documenting:</p> <ol style="list-style-type: none"> <li>1. Date of accident</li> <li>2. Classroom</li> <li>3. Child's name</li> <li>4. Explain what the child was doing at the time of injury</li> <li>5. Describe the child's injury</li> <li>6. Document the time that the injury occurred</li> <li>7. Indicate if the accident happened indoors or outdoors</li> <li>8. Document the staff member who witnessed or was made aware of the accident.</li> <li>9. Indicate what type of treatment was given</li> <li>10. Indicate if a doctor was contacted</li> <li>11. Indicate if 911 was called</li> <li>12. Indicate how the parent/guardian was notified</li> <li>13. Document the time the parent/guardian was notified</li> <li>14. Indicate if the child was picked up early due to the accident</li> <li>15. Document the time if child was picked up early</li> <li>16. Indicate if the parent/guardian received a copy of the report</li> </ol>	Staff most familiar with accident/injury	same day as accident
<p>Have Parent/Guardian sign Accident/Injury Report</p>	Teachers	same day as accident
<p>Sign the Accident/Injury Report</p>	Staff who completed report	same day as accident
<p>Forward Accident/Injury Report to Family Advocates</p>	Teachers	after parent sign
<p>Please refer to the SOP for Entering Accidents for more Information</p>		