

Accidents

Task: Entering Accidents Into ChildPlus

Task	Person Responsible	Time Frame
Once Accident/Injury report has been received, it is to be entered into Childplus and uploaded as an attachment.	HS Coordinator	When received
1. Entering Accident/Injury in ChildPlus	HS Coordinator	When received
2. Enter Child Name, go to Health tab- Add Accident	HS Coordinator	When received
3. Enter Event date	HS Coordinator	When received
4. Results - 1/2 word description	HS Coordinator	When received
5. enter agency worker	HS Coordinator	When received
6. check Parents/Guardian Notified	HS Coordinator	When received
7. who was notified, by whom, date and time notified	HS Coordinator	When received
8. Notes - Click on the clock	HS Coordinator	When received
9. give a brief description of what happened and include when the parent was given the accident/injury report.	HS Coordinator	When received
10. Add follow-up actions as needed	HS Coordinator	As needed
11. Upload attachment as a PDF or JPEG	HS Coordinator	When received
12. Send original to teacher for child's file	HS Coordinator	When Completed