

**Accidents**  
**Task: Entering Accidents Into ChildPlus**

Task	Person Responsible	Time Frame
Reivew the Accident/Injury Report to ensure the form is completed thoroughly providing specifics regarding the accident.	FA	Upon Receipt
Entering Accident/Injury in ChildPlus		
1. In health, add event - Accident	FA	When received
2. Enter Event date	FA	When received
3. Description - what happened, ie. Fell, child was hit, bitten	FA	When received
4. Results - enter See Attachment	FA	When received
5. enter agency worker	FA	When received
6. check Parents/Guardian Notified	FA	When received
7. who was notified, by whom, date and time notified	FA	When received
8. Notes - Click on the clock	FA	When received
9. give a brief description of what happened and include when the parent was given the accident/injury report.	FA	When received
10. Add follow-up actions as needed	FA	As needed
11. Upload attachment as a PDF or JPEG	FA	When received
12. Send a copy of the accident/injury report to the HSM	FA	After entering After forwarding to
13. Place originals in the child's file	FA	HSM