## **Child Health and Safety**

Task: Completing Accident/Injury Reports

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Task	Personal	Date to be
	Responsible	Completed
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.	All Staff	Same Day as Accident
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.		
Complete Accident/Injury Report documenting:	Staff most familiar with accident/injury	Same Day as Accident
<ol> <li>Date of Accident</li> <li>Classroom</li> <li>Child's Name</li> <li>Explain what the child was doing at the time of injury</li> <li>Describe the child's injury</li> <li>Document the time that the injury occurred.</li> <li>Indicate if the accident happened indoors or outdoors.</li> <li>Document the staff member who witnessed or was made aware of the accident.</li> <li>Indicate what type of treatment was given.</li> <li>Indicate if a doctor was contacted.</li> <li>Indicate if 911 was called.</li> <li>Indicate how the parent/guardian was notified.</li> <li>Indicate if the child was picked up early due to the accident.</li> <li>Document the time if child was picked up early.</li> <li>Indicate if the parent/guardian received a copy of the report.</li> <li>Have Parent/Guardian sign Accident Injury Report</li> <li>Sign the Accident/Injury Report to Health Services Manager</li> </ol>		
Forward Accident/Injury Report to Health Services Manager	C T C :	
*Please refer to the SOP for Entering Accidents for more Information		

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## Serious Accidents, see below: 1. Serious injuries that require treatment by a medical professional must be Lead Teacher or reported to the Health Services Manager or Designee after parent is Immediately Designee contacted. 2. Forward copy of accident/Injury Report to Health Services Manager or Lead Teacher or Immediately Designee. Designee Complete the "Child Care Provider Serious Injury Incident Report". HSM or Designee Submit the "Child Care Provider Serious Injury Incident Report" to weblink: Within 24 hours https://stateoftennessee.formstack.com/forms/serious injury incident report. HSM or Designee of accident or Ensure to include any necessary corresponding documents related to the injury accident/injury (accident/injury report, actions taken by the agency, etc.). Upon Forward all information and attachments via email to the Head Start Director HSM or Designee Submission to and if Designee, to the Health Services Manager. DHS After all 6. Provide parent copy of "Child Care Provider Services Injury Incident HSM or Designee information has Report" and any corresponding documents. been reported. Same day as 7. Follow up with parent and document all contact with parent in Child Plus or accident and HSM or Designee via email to Health Services Manager. often as necessary

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