



Serious Accidents, see below:

<ol style="list-style-type: none"> <li>1. Serious injuries that require treatment by a medical professional must be reported to the Health Services Manager or Designee after parent is contacted.</li> <li>2. Forward copy of accident/Injury Report to Health Services Manager or Designee.</li> <li>3. Complete the "Child Care Provider Serious Injury Incident Report".</li> <li>4. Submit the "Child Care Provider Serious Injury Incident Report" to weblink: <a href="https://stateofennessee.formstack.com/forms/serious_injury_incident_report">https://stateofennessee.formstack.com/forms/serious_injury_incident_report</a>. Ensure to include any necessary corresponding documents related to the accident/injury (accident/injury report, actions taken by the agency, etc.).</li> <li>5. Forward all information and attachments via email to the Head Start Director and if Designee, to the Health Services Manager.</li> <li>6. Provide parent copy of "Child Care Provider Services Injury Incident Report" and any corresponding documents.</li> <li>7. Follow up with parent and document all contact with parent in Child Plus or via email to Health Services Manager.</li> </ol>	<p>Lead Teacher or Designee</p> <p>Lead Teacher or Designee</p> <p>HSM or Designee</p> <p>HSM or Designee</p> <p>HSM or Designee</p> <p>HSM or Designee</p> <p>HSM or Designee</p>	<p>Immediately</p> <p>Immediately</p> <p>Within 24 hours of accident or injury</p> <p>Upon Submission to DHS</p> <p>After all information has been reported.</p> <p>Same day as accident and often as necessary</p>
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