

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. File originals in Child's File	HS Coordinator	When Completed
For Serious Accidents/Injuries see below:		
1. Enter all correspondances into Child Plus as an action under initial event	HS Coordinator	When Received
2. Enter, Scan, and Attach all paper regarding Accident/Injury into Child Plus	HS Coordinator	When Received
3. Place Originals in Child's File	HS Coordinator	When Received