

Child Health and Development Services: Child Health and Safety

<b>Task: Accident/Injury</b> <b>1302.47</b>		
Task	Person Responsible	Time Frame
<p>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.</p>	All Staff	same day as accident
<p><b>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.</b></p> <p>Complete Accident/Injury Report documenting:</p> <ol style="list-style-type: none"> <li>1. Date of accident</li> <li>2. Classroom</li> <li>3. Child's name</li> <li>4. Explain what the child was doing at the time of injury</li> <li>5. Describe the child's injury</li> <li>6. Document the time that the injury occurred</li> <li>7. Indicate if the accident happened indoors or outdoors</li> <li>8. Document the staff member who witnessed or was made aware of the accident.</li> <li>9. Indicate what type of treatment was given</li> <li>10. Indicate if a doctor was contacted</li> <li>11. Indicate if 911 was called</li> <li>12. Indicate how the parent/guardian was notified</li> <li>13. Document the time the parent/guardian was notified</li> <li>14. Indicate if the child was picked up early due to the accident</li> <li>15. Document the time if child was picked up early</li> <li>16. Indicate if the parent/guardian received a copy of the report</li> </ol>	Staff most familiar with accident/injury	same day as accident
<p>Have Parent/Guardian sign Accident/Injury Report</p>	Teachers	same day as accident
<p>Sign the Accident/Injury Report</p>	Staff who completed report	same day as accident
<p>Forward Accident/Injury Report to Health Service Coordinator</p>	Teachers	after parent sign
<p>Please refer to the SOP for Entering Accidents for more Information</p>		

Serious Accidents see below:

<p>1. Serious injuries that require treatment by a medical professional must be reported to the Health Services Manager or Designee after parent is contacted.</p>	<p>Lead Teacher or Designee</p>	<p>Immediately</p>
<p>2. Forward copy of accident/Injury Report to Health Services Manager or Designee.</p>	<p>Lead Teacher or Designee</p>	<p>Immediately</p>
<p>3. Complete the "Child Care Provider Serious Injury Incident Report".</p>	<p>HSM or Designee</p>	<p></p>
<p>4. Submit the "Child Care Provider Serious Injury Incident Report" to TDHS via email to Child Care Services: DHS@tn.gov or by fax at 615-524-3003 and call the child care complaint hotline at 1-800-462-8261 to report and confirm receipt of form. Ensure to include any necessary corresponding documents related to the accident/injury (accident/injury report, actions taken by the agency, etc.)</p>	<p>HSM or Designee</p>	<p>Within 24 hours of accident or injury</p>
<p>5. Forward all information and attachments via email to the Head Start Director and if Designee, to the Health Services Manager</p>	<p>HSM or Designee</p>	<p>Upon Submission to DHS</p>
<p>6. Provide parent copy of "Child Care Provider Services Injury Incident Report" and any corresponding documents.</p>	<p>HSM or Designee</p>	<p>After all information has been reported</p>
<p>7. Follow up with parent and document all contact with parent in Child Plus or via email to Health Services Manger</p>	<p>HSM or Designee</p>	<p>Same day as accident and as often as necessary</p>