

Child Health and Safety

Task: Procedures for Incident Report

Task	Person Responsible	Date to be Completed
<p>Incident reports serve as documentation of specific details and circumstances of an occurrence or event in the workplace or another venue. Such information is usually used in the event of reviewing the specifics related to the incident or when dealing with liability issues caused by the incident. (IE. Child left alone unsupervised; parent altercation, or staff altercation.)</p>		
<p>Incident reports are required to be filed immediately after the event to ensure that the details involving the incident are recorded accurately.</p>		
1. Complete each section of incident report with a blue or black pen.	Witnessing Staff	Same Day
2. Document date and time of event.	Witnessing Staff	Same Day
3. Place Child's name on form.	Witnessing Staff	Same Day
4. Write a concise, brief description of what occurred.	Witnessing Staff	Same Day
5. Notify supervisor immediately.	Witnessing Staff	Same Day
6. Notify parent of child immediately if it is a child incident.	Witnessing Staff	Same Day
7. Indicate if incident occurred indoors or outdoors.	Witnessing Staff	Same Day
8. Document witness to incident.	Witnessing Staff	Same Day
9. Ask Parent to sign incident report if incident involved their child.	Witnessing Staff	Same Day
10. Turn incident report to supervisor-supervisor is to turn incident report of Head Start Director-Head Start Director is to turn incident report to Executive Director.	Witnessing Staff	Same Day
<p>Incident will be discussed in order to determine if staff need training or guidance and discipline relating to Personnel Policies and Procedures.</p>		