

Injury and Accident Reporting

Head Start Performance Standards

§ 1302.47 (b)

Policy

Injuries and accidents must be responded to according to established procedures that are posted in every center. The policies apply to both adults (staff and volunteers) and children. It is important to look at incidents and accidents program-wide to assess whether any are preventable and to assign resources appropriately. This P&P is specific to child accidents, adult accidents and injuries must be reported via the intranet and can be found under Staff Resources>Safety Resources>Incident Report Form. Home Visitors should follow this for accidents that happen during socializations in our facilities.

Procedures

All Injury / Accidents

- After the incident, Teacher/Home Visitor must complete a written Injury/Accident Report. The Teacher contacts the parents/guardians of the child(ren) injured the day of the incident to inform them of the injury.
- A copy of the report is sent home to be signed and return to school or signed at pick up by parents/guardians. The Home Visitor will have parent/guardian sign the document at the socialization.
- Teacher/Home Visitor must send the Injury/Accident Report to the Program Area Supervisor (PAS) as soon as possible. The Program Area Supervisor reviews and initials the report, notes any site follow-up plan, and immediately forwards it to the Health Services Supervisor.
- Program Area Supervisor (PAS) will contact Compliance Supervisor and Health Services Supervisor immediately if a child was picked up due to an Injury/Accident to seek medical attention. When a child receives medical attention for an injury/accident, the Compliance Supervisor is required to report it to licensing within strict timelines.

Process of Injury/Accident form: Once the form is completed, the pink copy of the form stays in the classroom. White and yellow copies are sent home for parent/guardian signature. Parent keeps yellow copy and sends white copy back to school. White copy (with parent/guardian signature) is routed to PAS and then to Health Services Supervisor, who will enter it into ChildPlus. Pink copies can be shredded at the end of the school year. White copies will be kept by Health Services for the school year and then archived in the warehouse for five years.

Moderate to Serious Injuries

Serious incidents require immediate action and follow-up. If Emergency Medical Services (911) is called and/or a child is seen by a medical professional for something that has occurred while in care, licensing must be notified. Moderate injuries and serious injuries require immediate actions and follow-up reports. Such injuries include:

- *Serious Injury:* Any injury that requires immediate medical attention or a call to 911. Refer to the Emergency and Safety Procedures that are posted in every classroom for guidance on how to recognize and respond to a medical emergency.

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- *Any injury or condition* of a child or an adult that prevents their participation in normal activities for more than 30 minutes, such as a prolonged nosebleed, or any injury that results in a person having to go home.
- A *head injury* of any kind. For head injuries in children, call the parent immediately to have the child picked up for monitoring.
- Allergic Reaction: The parent must be notified immediately of any suspected allergic reactions or if a child consumed or came in contact with a known allergen, even if a reaction did not occur.

Note: Following any serious injuries, either the Teacher or the Program Area Supervisor must contact the Program Manager and the Health Services Supervisor by telephone on the same day.

Child Accident Insurance

Accident Insurance is offered for any accidents or injuries where a child may sustain “long-term” health complications or may require medical or dental follow-up or treatment at a later date including all injuries to the neck, head, and face or possible sprains to limbs from a fall; cuts requiring stitches; puncture wounds and burns; anaphylactic reactions to food or bee stings; and asthma attacks and/or labored breathing when a child does not already have a medical protocol in place.

- If parent/guardian declines the insurance the **Parent Declination** form must be signed and submitted to the Health Services Supervisor.
- If parent/guardian accepts the insurance, the Teacher must submit the completed form to the Health Services Supervisor within 48 hours.
- The Teacher completes section A of the form.
- The parent/guardian completes Section B of the form.
- The teacher gives a copy of the green insurance card to the parent/guardian to take to the emergency room or doctor office.
- The child is evaluated and/or treated for injuries by a doctor, dentist, or clinic on the day of the accident or injury or in the days or weeks following the accident or injury.
- The Teacher will follow up with the parent/guardian after a child has an accident or injury at school to determine the child’s status and whether child was taken in for a medical or dental evaluation.

Medical Emergencies

Call Emergency Medical Services (Dial 911) *immediately* at any time when you believe a child’s life may be at risk. If you believe there is a risk of permanent injury, seek immediate medical treatment. In any emergency where you are uncertain what is going on with the child’s condition or have significant concerns or questions, you are advised to call 911.

After you have called 911, remember to call the child’s parent or legal guardian.

Some children may have urgent situations that do not necessarily require immediate ambulance transport but still need medical attention. If you or the parent cannot reach the physician within one hour, call 911 as the child should be taken to a hospital.

Essential Forms

The following forms must be current and kept on file in every Early Head Start and Head Start classroom and center. These forms are also available on the Community Action Intranet.

- Injury/Accident Report
- Child Abuse and Neglect Report
- Insurance Packets including:

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Child Accident Insurance Claim Form (AIG) Green insurance card
Parent Letter (related to Child Accident Insurance Parent Declination Statement (related to Child Accident Insurance))