

## **Accidents and Illness Reporting**

### **Policy**

All NHA Early Head Start and Head Start staff must document and report all accidents involving children or parent/guardians at any agency facility or agency-sponsored event. Any child illness or communicable diseases must be reported and documented in the Child File. The health and safety of all children is one of the highest priorities of the agency. All staff and volunteers must follow these guidelines when working at any NHA facility or event.

### **Reference and Regulation:**

Head Start Program Performance Standards 1302.41 (b) (2); 1302.42 (c) (2); 1302.46 (a); 1302.46 (b) (1) (i); 1302.46 (b) (2); 1302.47; 1302.90 (c) (1); 1302.92 (b) (2)

California Community Care Licensing 101212 (d) (g)

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## **Accidents and Illness Reporting**

### **Procedure**

Issuance Date: December 2008

Revision Date: July 2014

Effective implementation of accidents and illness reporting procedures ensures compliance with State of California Child Care Center General Licensing Requirements. Education staff (teachers and associate teachers) must document in the Progress Notes of Section 2 of the Child File all accidents and illnesses identified before, during, and at the end of program hours.

Education staff must notify the Site Supervisor of all accidents and illness that occurred in his or her classroom. The Site Supervisor must submit an electronic "Unusual Incident Report" to the Area Director for all accidents or illnesses that require outside medical attention.

1. Education staff must notify the Site Supervisor immediately of all unusual incidents, accidents and illnesses that occurred during the program hours (See HEA-Ouch Report Standard Operating Policy and Procedure (SOP)).
  - Education staff must follow the Ouch Report Policy and Procedures for all minor injuries requiring assessment or administration of first aid by staff, such as: minor cuts, scrapes, scratches, and bites from other children.
  - The Ouch Report form is placed in Section 2 of the Child File and a copy is given to the child's parent/guardian.

2. The Site Supervisor must notify the Area Director of all accidents and illnesses that require outside medical attention occurring at the site within one hour of being notified by staff.
  - The Site Supervisor along with Education staff must complete a written statement, Electronic Unusual Incident/Injury Report, of the incident within three (3) business days.
  - The Electronic Unusual Incident/Injury Report is located on the Agency Intranet, under "My Applications" locate and open "Open Text BPM" to find the report.
  - Submit the Unusual Incident/Injury Report.
  - The Report must include the following:
    - a) Observations of the incident
    - b) The time the incident occurred
    - c) Location where the incident occurred
    - d) Names of all individuals present during the incident
      - Participants
      - Witness
      - Number of children present
      - Number of staff supervising children
    - e) Sketches of incident (if applicable)
  
3. The Area Director must immediately notify the Child Care Licensing (CCL) Manager upon receiving notification of the incident from the Site Supervisor
  - The Area Director will work with the CCL Manager to determine if the accident or illness is deemed reportable to CCL.
  - This is accomplished through following the Protocol for Managing Community Care Licensing Complaints or Incidents found in the Family and Community Partnerships SOP section.

## NHA Head Start Standard Operating Policies and Procedures

### **Documentation:**

Progress Notes

Ouch Report

Electronic Unusual Incident Form

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