

The Children's Learning Center Accident Report Policy and Procedure

Policy

Staff will ensure that all accidents are managed using proper first aid and reporting procedures. Parent will be notified of minor injuries prior to the end of the workday. If intervention from emergency medical services is necessary parents will be notified immediately upon life threatening accident.

Procedure/Strategy	Who	When	Documentation
1. Provide direct service staff with Child and Adult CPR and First Aid certification.	H/N C	Prior to End of October Prior to End of February	Staff Training Tracking CPR/1 st Aid cards
2. Follow the posted medical and dental emergency procedures.	Responding Staff	Accident occurs	Emergency Boards in each room
3. Document all accidents requiring first aid for bumps, bruises, scrapes, splinters or emergency medical services.	Responding Staff	Within 30 minutes of accident	Accident Report Accident Log
4. Give report to parent for signature. If child rides the bus, Accident Report form will be sent home on the bus for the parent to sign.	Responding Staff	Prior to end of workday	Accident Report Accident Log
5. Place a copy of the report in Health/Nutrition Coordinators box for review if the original report leaves center for parent signature.	Responding Staff	Prior to end of workday	Accident Report Accident Log
6. Original form will be signed by H/N Coordinator and filed in the Accident Injury binder. Copies are to be made if parents request a copy.	H/N C	Upon return of signed Original	Accident Report Accident Log Child's File
7. Any accident involving staff will be reported to the Health/Nutrition Coordinator or Director. See Personnel Policy Handbook.	All Staff	Within 24 hours of accident	Accident Report Personnel File

1304.22 (a) (1)-(4)

PC App _____ Date _____

Board App _____ Date _____

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