



SICK/INJURY PROCEDURES

REPORTING INCIDENTS AND ILLNESSES FOR CHILDREN IN OUR CARE

Accident/Incident Report Recording any incident or accident is done on the [Accident/Incident Report](#) form. The accident/incident form is to be completed on any child who is injured. If another child was involved in the injury or accident the accident/incident form is completed for the second child as well. This form is NOT to be used to communicate any concerns about a child's behavior, only information about injuries or accidents. This form must be signed by the Executive Program Director or the Director of Health & Safety before being given to a parent/guardian.

These reports are for the protection of teachers, children, and schools. Always ask for help if you think you need assistance to fill out the report or think you might not have adequate time to do it right. When should an accident report be filled out?

- Illness that requires child(ren) to leave the school
- "Incidents" such as leaving a child outside or inside for any period of time
- A cut, bruise, scratch, scrape, bump, splinter, or any other type of mark on the body
- Bites: insect, human, or animal
- Sand in the eye
- Any situation where first aid was administered
- Any injury to the head, even a seemingly minor one

Do your best to take a picture to document the injury occurring at school

SICKNESS

Teachers check and observe each child as they come into the facility. If this 'health check' gives you suspicion that the child is not well, report this immediately to the Director of Health & Safety and direct them to the front office for further checking. Possible symptoms of a communicable disease:

- 101 Fever (temporal/oral/ear) or 100 Fever (axillary-under the arm)
- Cannot participate in normal school activities comfortably or
- Has uncontrolled vomiting (or 2 times during the day) or
- Diarrhea (2 or more stools that differ from normal bm in a one-hour time period), please notify the front office to call parents
- Draining rash anywhere on the body
- Eye discharge
- Lice or nits
- Severe Coughing
- Severe Nasal Discharge