

Serious Injury Procedures/Incident Report

Serious Injury Procedures

- In the event of a serious, life-threatening injury involving a child, stay with the child and notify nearby staff immediately to call 911 and Director. Apply any necessary first aid or CPR.
- For moderate injuries, notify another staff member to first get Director and then call the parents if necessary while you stay with the child. Apply any necessary first aid or CPR. The **White Binder** on the front desk contains cards for all of the children and emergency phone numbers. Additional emergency numbers are posted by each telephone.
- All injuries regardless of severity must be reported on an accident report and signed by the parents the day

Incident Report

- In Case of Incident that occurs during the School, the Director shall make a verbal report to the DHS within 24 hours of the occurrence.
- Schoolhouse Director will make a verbal report to the department within 24 hours of notification by a parent that a child received medical treatment or was hospitalized for an injury, accident, or medical condition that occurred while the child was in our care.
- The Director will submit a written report to the DHS within 72 hours of the verbal report to the department.
- Schoolhouse will keep a copy of the report on the student file.