

Injury Reporting Procedure

Purpose

This document tells site teams how to report injuries and what steps to follow when a serious injury occurs.

Procedure

When an injury occurs, quickly determine what type of medical care and response is needed.

Routine First Aid

If staff determines routine first aid is needed, take appropriate first aid steps and then fill out an *Injury Report Form*. Give one copy to the parent and place one copy in the child's file.

Serious Injury

If a child has a serious injury, assign a staff person calls 911.

- One staff person stays with the injured child while the assigned staff person calls 911. Another adult stays with the other children.
- Follow the recommendation of the 911 team.
- Notify the parent/guardian of the injury and the 911 team's recommendation.
- Reassure the child and the other children that help is coming.
- Once the child's needs are taken care of, fill out an *Injury Report Form*. Submit a copy to the following:
 - Parent/guardian
 - Agency/school district
 - PSESD Health Coordinator
 - Center Director
- Notify the Health Coordinator or the Nurse Consultant by phone or e-mail.
- PSESD reports the injury to the insurance carrier.

Documentation

Record all accidents, injuries and illnesses on the *Injury and/or Illness Log* for a compiled list that can easily be referred to if needed.

Related Documents

First Aid Procedure
First Aid Supply Kit List
Injury and/or Illness Log
Injury Report Form