

# 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, assigned 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
  - Health/Nutrition/Safety Program Manager
  - Team Manager
  - Center Director
- Complete [Incident Report Form](#) and submit to PSESD with [Injury Report Form](#).
- PSESD reports the injury to the insurance carrier.

### Documentation

Record all accidents, injuries and illnesses on the [Injury and Illness Log](#) for a compiled list that can easily be referred to if needed.