

HEAD START (BIRTH TO 5) Accident and Injury Policy

Policy Number: HE-1322	Effective Date: 8/24/22	Policy Council Approval Date: 8/23/22
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PERFORMANCE OBJECTIVE: 1302.41(b)(2) Share with parents the policies for health emergencies that require that rapid response on the part of the staff, or immediate medical attention.

Licensing Rules for Group Child Care Homes and Child Care Centers:

19 CSR 30-62.192 (5)(A) states: “In case of accident or injury to a child, the provider shall notify the parent(s) immediately. If the child requires emergency medical care, the provider shall follow the parent’s(s’) written instructions.”

19 CSR 30-62.192 (5)(B) states “Information regarding the date and circumstance of any accident or injury shall be noted in the child’s record.”

GUIDANCE AND PROCEDURES:

When trying to decide if an incident is truly an accident or injury, please use common sense. For example, if a child stumbles while running on the playground and falls down but hops right up and keeps going, an accident report is not necessary.

1. If a child is running, falls, scrapes their knee, comes to you, and says they are hurt; address the injury and complete the State of Missouri Report of Accident, Injury, and/or Emergency Medical Care form.
2. If there is visible bruising or an abrasion; you had to administer First Aid, or you administered CPR for choking or an unconscious child; the parent must be notified by a phone call.
3. If a child experiences a choking incident and we are able to clear their airway, parents will be contacted to pick up the child and be directed to seek medical attention.
4. When writing accident reports the following, items need to be included:
 - First and Last Name of the child
 - First and Last Name of all staff listed on the accident report
 - When listing the facility, specify if the program is Early Head Start or Head Start.
 - When describing the incident you need to be very specific. Include- Who, What, Where, When, How, Abrasions, Bruises, etc.
 - Describe the action taken. This must be more than “provided TLC”
5. Cases in which the Area Supervisor AND Health Services Coordinator must be notified:
 - Child’s injuries require a visit to a doctor, urgent care, and/or emergency room
 - Infant/Toddler is dropped while being carried by an HS/EHS employee
 - Child experiences a choking incident related to food or environmental material
 - * If you are not able to reach the Area Supervisor and the Health Services Coordinator, you must notify the HS/EHS Director or the HS/EHS Assistant Director.
 - * In these cases the Report of Accident needs to be emailed to the Health Services Coordinator and the HS/EHS Director in addition to being attached in ChildPlus.

Family Gatherings, Group Socials, Policy Council, etc.:

6. Accident reports must also be written, for any child, including siblings, when staff is providing supervision or facilitating a parent meeting, socialization, or Policy Council.
7. Accident reports must be written even when parents are present when the accident occurs.

Emergency Medical Services (911) will be called:

- When a child is unresponsive
- When indicated in a child's Individual Child Health Plan
- When a child is choking and we are unable to clear the airway