

Area: Child Development

Subject: CD13 - Incident Report

Reference: 1304-22 (a) (4)

Policy: An incident report shall be filled out whenever a child is injured while in the care of Head Start staff.

Procedure:

1. The teacher will complete an Incident Report in the event of a child injury while in the care of Head Start staff.
2. The teacher will describe in detail how the accident occurred, being specific and noting location of the injury as well as where it happened.
3. The teacher will sign the form and list any witnesses. Site Supervisor review and signs the report. Parent review and signs the report. A copy of the report will be provided to the parent when they pick up their child.

Supervised by: Master Teacher or Designated Staff

Performed by: Head Start Teaching Staff

Forms needed: Incident Report

Frequency: Ongoing