

Incident/Injury Procedure

A major responsibility of staff is to ensure the health and safety of each child enrolled in our programs. Staff is alert to the safety needs of the children in their care, anticipate possible hazards, and take necessary and appropriate measures to prevent injuries. In order to prevent injuries, KCHS will take precautions for each age group. Broken classroom toys or equipment will be removed or repaired as soon as possible; small toys or other objects that could be a choking hazard to infants and toddlers will not be placed in their classrooms, and hazardous playground equipment will be marked off to prevent children from being hurt until it can be repaired.

In the event that your child gets hurt while in the care of KCHS; you will receive an **Incident/Injury Report (ODJFS Form #1299)** for your child. This report will be sent home with your child and you will be asked to sign the report. Additionally, the person completing the form and the Center Administrator (or designee) will sign the form.

You will receive this report when any of the following occur:

- An illness, accident, or injury which requires first aid treatment
- A bump or blow to the head
- Emergency transporting
- An unusual or unexpected event which jeopardizes the safety of children or staff, such as a child leaving the premises unattended

The Center Manager or designee must speak with a representative from the licensing office within 24 hours in the event of:

- Death of a child at the center
- Serious incident, injury, or illness as defined below
- An unusual or unexpected event as defined below

Serious Incident, Injury, Illness or Unusual Event

A Serious Incident, Injury, Illness or Unusual Event includes any situation occurring while a child is in the care of the provider that requires emergency medical treatment or professional consultation or transportation for emergency treatment. This also includes an unusual or unexpected event that jeopardizes the safety of children or staff, such as a child leaving the premises unattended.

Minor Incident, Injury or Illness

A minor incident, injury or illness includes an injury or an illness, or any unusual or unexpected event that results in a child being able to return to normal activity; or when basic first aid is given.