

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, noting location of the injury and where it happened.
3. The teacher will sign the form and list any witnesses. The Site Supervisor will sign the report as well as the parent. A copy of the report goes to the parent when they pick up their child.

Supervised by: Child Development Supervisor

Performed by: Head Start Teaching Staff

Forms needed: Incident Report

Frequency: Ongoing