

## EMERGENCY AND NON-EMERGENCY INCIDENT AND ILLNESS REPORTS INVOLVING CHILDREN PROCEDURES

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### **1302.41 Collaboration and communication with parents.**

(a) For all activities described in this part, programs must collaborate with parents as partners in the health and well-being of their children in a linguistically and culturally appropriate manner and communicate with parents about their child's health needs and development concerns in a timely and effective manner.

### **Emergency Head Start/Early Head Start/ECEAP Incident and Illness Report**

1. Staff will assess the child's condition and provide appropriate first aid. Where possible, staff may call upon school nurse to assist in assessment of child's condition.
2. If a serious illness or injury, staff will call 911 to request paramedic intervention.
  - Staff will request the aid car arrive without siren.
  - If classroom is in a school, staff will immediately inform building administration that 911 has been called.
  - Parents/Guardians or, if necessary, emergency contacts will be called immediately thereafter.
  - Classroom Health Alerts specify whom to call in the event of an emergency related to an individual child's special health care condition.
3. If staff are unsure about the severity of a condition, they will call 911.
4. Paramedics or other emergency medical personnel will be asked to determine the need for, and provide, transportation to medical care. Staff will not drive children or families.
5. If the child needs medical attention and it is not an emergency, staff will call parents/guardians to pick up child. If parents/guardians can't be reached, staff will call those persons listed on child's emergency card.
6. After steps 1-5 are completed, staff must contact their site supervisor.
7. Complete all sections of the incident and illness report.
8. Direct Service Staff input data from the copy of the Incident and Illness report into ChildPlus within 3 days of the incident. The yellow copy is kept in the child's file after database entry.
9. Site Supervisor will print out a monthly incident and illness report from ChildPlus and bring to monthly DST.
10. Incident and illness reports are discussed at monthly DST's to determine possible trends and additional follow-up as needed.

### **Non-Emergency Head Start/Early Head Start/ECEAP Incident and Illness Report**

1. Keep supply of 2-part NCR Incident and Illness Report forms in classroom
2. Complete an incident and illness report for all injuries and illnesses to children regardless of how minor they seem.
3. Complete all sections of the incident and illness report.
4. Direct Service Staff input data from the copy of the Incident and Illness report into ChildPlus within 3 days of the incident or illness. The yellow copy is kept in the child's file after database entry.
5. Site Supervisor will print out a monthly incident and illness report from ChildPlus and bring to monthly DST.
6. Incident and illness reports are discussed at monthly DST's to determine possible trends and additional follow-up as needed.