



Incident and Illness Report Procedure



Head Start Performance Standards	ECEAP Performance Standard	WAC
1302.47	PAO-28	110-300-0475

PURPOSE

To ensure timely verbal and written communication with parent/guardian regarding any injury or illness that occurred with their child.

PROCEDURE

Direct Services Staff that witness an injury to a child should complete an Incident and Illness Report. Staff that send a child home due to illness will complete an Incident and Illness Report. This documents what occurred and supports communication with parent/guardian.

1. Incident and Illness Reports are available on the website. Each classroom should have several printed for direct access. Copies should be kept in the Emergency Backpack.
2. Use Incident and Illness Report Form if a child receives an injury in the classroom or goes home for an illness regardless of how minor it seems.
3. Complete all sections of the form.
4. Complete the form at the time of the incident, not later in the day or after class. Remembering details of the incident to report is important and should be done at the time of the incident.
5. If the injury was significant and/or involved a head injury. Staff should contact the parent/guardian right away to share what occurred and allow them to decide if they will pick up right away.
6. If communication can wait until after class, staff will present the document to the parent/guardian at pick up.
 - a. If the parent/guardian is not the person to pick up the child, staff inform the person that does pick up the child. This person can sign the form, staff will make note on the form who signed in place of parent/guardian.
 - b. Staff will also call the parent/guardian to share what occurred.
 - c. The original form will go home with the person that picks up the child. Copy will be attached in Child Plus.
7. Parent/guardian receives original document. Make a copy.
8. After class, staff will input the data from the Incident and Illness Report directly into Child Plus. This must occur within 24 hours of the incident.
9. Attach a copy of Incident and Illness Report Form in Child Plus. *Attachment Type: Incident Report, Description: Date of incident-example: 3/24/2023.*
10. If the incident requires a phone call to 911, staff must inform their supervisor.