** Illness / Incident Report Form**

**Policy:** Complete the Illness/Incident Report form when a child experiences any of the following: Accidents, injuries, incidents, or when a child is too ill to remain in the group. Staff will notify the child’s parent/guardian(s) as soon as possible regarding an accident, injury, illness or incident. If emergency action is taken, make a verbal report to LARA within 24 hours of the occurrence. Submit a written BCAL-4605 Incident Report within 72 hours of the verbal report to

 LARA. Any significant incidents affecting the health and safety of program participants will be reported to OHS/ISD immediately by CFD management.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Child’s Full Name  | Date of Birth | Date of Incident | Time of Incident  | Name the Supervisor or Director Notified |
| Site | Classroom Teacher | Staff Person Reporting the Incident |
| Number of Staff Present  | Active Supervision Zone Illness/Incident occurred in | Name the Staff Member (s) Located in the Active Supervision Zone at the time of Illness/Incident  |
| Emergency Care Plan? 🞏 Yes 🞏 No | Describe Emergency Care Plan: 🞏 See Attached |
| Name of Parent/Guardian Notified   | Time | Notified 🞏 In Person 🞏 Phone  🞏 By Report 🞏 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**CHECK ALL THAT APPLY**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Type of Illness Observed * Allergic Reaction/Asthma
* Breathing/No Pulse
* Diaper Rash
* Diarrhea/Stomach Ache/Vomiting
* Faint/Collapse
* **Fever-Times Temp was Taken**

|  |  |  |  |
| --- | --- | --- | --- |
| Time |  |  |  |

 * Seizure
* Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Possible COVID-19 related symptoms
* Explain\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | Body Part(s) Injured* Ankle/Foot/Knee/Leg/Toe
* Arm/Finger/Hand/Wrist
* Back
* Buttocks/Genitals
* Chin/Ears/Eyes/Face/Mouth/Tooth
* Collar Bone/Shoulder
* Difficulty Breathing/Lungs
* Front of Trunk/Stomach
* Head
* Neck/Throat
* Whole Body
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | Type of Injury* Injured by Object
* Nosebleed
* Object in Eye
* Poisoning
* Puncture Wound
* Scrape/Scratch
* Stubbed Finger/Toe
* Sunburn
* Swelling/Redness
* Tooth (chipped, knocked out, loosened)
* Other\_\_\_\_\_\_\_\_\_\_\_\_
* Bit Cheek/Lip/Tongue
* Bite Animal/Human/Insect
* Blow to Head
* Broken Bone
* Bruise/Bump
* Burn
* Choking
* Cut
* Difficulty Breathing
 |
| Type of Incident* Prohibited items brought from home
* Wet or soiled clothes
* Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | Location of Incident* Bathroom
* Classroom
* Doorway
* Field Trip
* Gym
* Hall
* Playground
* Stairs
* Other \_\_\_\_\_\_\_\_\_\_\_\_
 | Incident Occurred During * Arrival/Departure
* Classroom Activity
* Daily Health Check
* Diaper Change
* During Transportation
* Free Time/Indoor Play
* Gym
* Meals/Snack
* Outdoor Time
* Rest Time
* Transition Between Activities
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | Equipment Involved* Carpet/Floor
* Climber
* Playground Surface
* Slide
* Swing
* Toy specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Trike/Bike
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| Action Taken* Bandage
* Body Part Elevated
* Comfort/Hug
* Contacted Poison Control
* Emergency Services Notified
* Emergency Services Transported Child
* Ice
* Health Department
 | * Picked up Early/Sent Home Early
* Pressure Applied
* Referred for further Medical Care
* Rested
* Returned to Normal Activity
* Washed/Soap
* Changed to dry clothes in Bathroom
* Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | Did the incident involve Exposure to blood borne pathogens or bodily fluids? ▯ Yes ▯ No Was the child seen by a physician or emergency room personnel? ▯ Yes ▯ No |
| Description of Accident, Injury, Incident, or Illness: |

***If Emergency Action Needed: The center must make a verbal report to LARA within 24 hours of the occurrence Submit BCAL-4605 to LARA within 72 hours.***

|  |  |
| --- | --- |
| Time 911 Notified | Taken to Hospital By: € Ambulance € Parent € Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Corrective Action to Prevent Recurrence: |

Signature of Person Completing Report: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reference: HSPPS 1302.41 (a) (b), R 400.8155 (1), Special Investigation and OHS Reporting guidance

10/22 Original: Child’s File Copy to: Program Support, Parent, Supervisor and Coach P:\Head Start Files\Admin\Pro-Man\Health\Illness Incident Report