

# Accident and Incident Reports

## Policy

Child accidents or injuries occurring at Head Start will be properly documented.

## Procedure

- Any time a child receives an injury resulting in a bump, bruise, mark, bleeding, or pain while at Head Start, the incident will be documented that same day using an electronic "Accident and Incident Report" (AIR). The form will be completed through Child Plus and will submit through Child Plus to the Health Manager once the status is set as submitted. This must be documented and submitted to the Health Manager no more than 24 hours thereafter.
- Child Plus will automatically send an AIR email to the Health Manager, Program Manager, and Family Support Manager at midnight every night.
- The parent/guardian will receive a paper copy of their child's AIR that same day if not contacted by staff via telephone or text message. This copy can be printed off Child Plus.
- The Health Manager will review every AIR and follow up with staff and/or parents when needed.
- Every AIR describing an accident, injury, and incident is reviewed as they are received and modifications made to the environment immediately to reduce risks. All AIRs are also reviewed by each site annually to identify and address any trends in injuries and revise policies as needed prior to the subsequent year's start date.
- If an individual is injured while volunteering at Head Start, that site's Lead Educator will contact the Program Manager immediately to complete necessary AEOA paperwork.
- Staff experiencing an accident or injury while at work should refer to the AEOA Personnel Policy.

This policy complies with Head Start Performance Standard 45CFR Section 1304.22.

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