

PROCEDURE

Cancels: NEW

See also: POL 10.6.12.T; RCW 43.215; 170-295; 170-296A; 170-297; 170-300

Approved by:

PRO 10.6.12.T REPORTING INJURIES AND INCIDENTS

Action by:

Action:

Licensors

1. **Receives** communication that an injury or incident has occurred in an early learning program. **Consults** with supervisor to determine if serious injury report is needed and if early learning provider needs to self-report to intake.

1a. If injury does not meet the definition of "serious," **advises** early learning provider to add report to child file and **returns** any paper record to early learning provider.

1b. If injury is serious, **requests** early learning provider to call in to intake. If most current 10.9.2.7 Injury/Incident Report form is received, **skips** to step 2.

1c. If current form was not used, **requests** early learning provider uses current form or **transfers** information to current form.

1d. If no injury/incident report was received, **requests** early learning program to submit current form.

2. **Sends** form to supervisor.

Supervisor

3. **Reviews** Injury/Incident Report for completeness, accuracy, and **forwards** to licensing analyst within 10 business days.

4. **Ensures** report is routed to licensing file.

Licensing Analyst

5. **Tracks** serious or critical Injury/Incident Report.