

PROCEDURE

Cancels: NEW

See also: POL 10.6.12; RCW 43.216; 110-300; 110-301

Approved by: Travis Hansen

PRO 10.6.12 MANAGING CHILD CARE INJURY/INCIDENT REPORTS

Action by:

Action:

Licensors

1. **Receives** communication that an injury or incident has occurred in an early learning or school-age program. Injuries and incidents that must be reported to intake include:

Serious Injuries:

- Fatality
- Poisoning
- Overdose of a chemical substance
- Injury resulting in overnight hospital stay
- Severe neck or head injury
- Choking or serious unexpected breathing problems
- Severe bleeding
- Shock or acute confused state
- Sudden unconsciousness
- Dangerous chemicals in eyes, on skin, or ingested
- Near drowning
- One or more broken bones
- Severe burn requiring professional medical care

Situations that occur while children are in care that may put children at risk including, but not limited to:

- Inappropriate sexual touching
- Neglect
- Physical abuse
- Maltreatment
- Exploitation

- 1a. If injury/incident is serious or critical reportable item listed on the Injury/Incident form, **requests** early learning or school-age provider to call in to intake. If intake is not received within 1 business day, **calls** intake with information (note: this is not "failure to report" because provider did report to licensing staff). If most current form, *DCYF 15-941 Child Care Injury/Incident*

Report is received, **skips** to **step 2**.

1b. If required injury/incident falls into one of these categories Supervisor determines if intake is needed.

- Emergency Services (911)
- Washington Poison Center
- Department of Health

1b. If current form was not used, **instructs** provider to use current form.

1c. If no injury/incident report* was received, **instructs** provider to submit current form and **returns** to **step 1**.

1d. If child abuse/neglect is reported that did not occur at the child care and no written form is required, requests provider call in to intake. If provider doesn't call intake, **calls** intake with information and **exits** this procedure.

2. **Sends** form to Supervisor.

Supervisor

3. **Reviews** Injury/Incident Report for completeness, accuracy, and **returns** to Licensing Staff within 10 business days.

Licensing Staff

4. **Tracks** serious or critical Injury/Incident Report per WA Compass User manual and **places** in licensing file.