** 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.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| 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