

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Incident Reports

As a childcare provider you make every effort to limit the risk of injury to the children in your care; however, some situations may not always be avoidable. In the event of an incident, the child should receive all the appropriate actions required to ensure their safety and well-being.

If a child \_\_\_\_\_ their head, grab the first aid kit in your classroom backpack, then take a look at the area where they bumped their head.

Take the flashlight from the first aid kit to check the \_\_\_\_\_ of the pupils in the child's eyes to ensure they dilate.

Grab an \_\_\_\_\_, place a paper towel around it and then apply the pack to the child's injury.

If a child has a scrape on their body, check out the extent of the injury, and if it is a surface level scrape, grab the \_\_\_\_\_, place your gloves on both hands, clean the injured area, then place a Band-Aid over the wound.

\_\_\_\_\_ of the gloves and items used to treat the wound, then go and thoroughly wash your hands following our handwashing procedures.

When injuries occur, it is imperative that such situations be thoroughly documented.

When completing the official incident report from Texas Health & Human Services, complete all required fields that provide us with the necessary details of the child, the injury and cause. This includes:

- \_\_\_\_\_ of incident / illness
- \_\_\_\_\_ of incident / illness
- Name of the student
- Student's \_\_\_\_\_
- Caregiver in Charge as well as any additional staff or witnesses
- You are required to provide a \_\_\_\_\_

\_\_\_\_\_ of the events that led to the injury as well as details of the type of injury and location thereof.

- You will need to note whether or not you provided \_\_\_\_\_. The steps taken if first aid was provided need to be documented. As caregivers you should always provide first aid, whether it be cleaning the area after a scrape,

\_\_\_\_\_ in the event of a bump to the head, applying a \_\_\_\_\_ on a cut, or ice pack to a bump or bite. These actions are not only necessary but confirm that you have taken the time to ensure your student is safe and taken care of.

- On completion of the incident report, you need to \_\_\_\_\_ personnel, who in

turn will check the report and take a look at the injury, as well as evaluate whether any further action needs to be taken.

- Finally, a \_\_\_\_\_ from the director and the parent for verification of correct information provided is required.

If an injury occurs and you are not sure how to proceed, immediately call for assistance from the office personnel. If the student injured needs further \_\_\_\_\_ or \_\_\_\_\_ assistance you need to make sure that the student injured is stable and in a safe position, and that you have requested backup, clearly stating if it is an emergency, as well as ensuring that the rest of your class is safely \_\_\_\_\_ from the injured student.

An incident report may take some time to fill out correctly however, in the end, having a good detailed report and process in place is a very important step in keeping all involved safe and secure.

The incident also needs to be logged on the child's daily report in \_\_\_\_\_, containing the same thorough detail of events.

Always remember, an incident report needs to be filled out on the official incident report from \_\_\_\_\_ & \_\_\_\_\_ and in Brightwheel whether there is a visible injury or not.

Pop-Up Word: \_\_\_\_\_

Director: \_\_\_\_\_

Date: \_\_\_\_\_