

Accident/Injury Documentation Using Shine (the Ouch Report)

December 16, 2014

Start by going to the Education Tab then go to the bottom to find the section on 'Accident/Injury'. Click on the (+) sign to enter documentation.

▼ INCIDENTS: ILLNESS, ACCIDENT / INJURY, CHALLENGING BEHAVIOR

Program Year: **Head Start 2014-2015** ▼

ILLNESS DOCUMENTATION (+)

ACCIDENT/INJURY DOCUMENTATION (+)

CHALLENGING BEHAVIOR DOCUMENTATION (+)

Once open you can document any accident or injury that occurs in class off of the ouch report yellow copy. Enter the date and as much information as you have under Symptoms, Description, and Action Taken. You can also enter if someone witnesses the event.

ACCIDENT/INJURY DOCUMENTATION (X)

Date: Refer to Health: **Yes** ▼ Location: **Classroom** ▼

Illness Symptoms:

<input type="checkbox"/> Abrasion	<input type="checkbox"/> Burn	<input type="checkbox"/> Head Injury
<input type="checkbox"/> Allergic Reaction	<input type="checkbox"/> Collision	<input type="checkbox"/> Object in Ear/Nose
<input type="checkbox"/> Insect Sting/Bite	<input type="checkbox"/> Nose Bleed	<input type="checkbox"/> Puncture Wound
<input type="checkbox"/> Cut/Scrape	<input type="checkbox"/> Eye Injury	<input type="checkbox"/> Seizure
<input type="checkbox"/> Bruise	<input type="checkbox"/> Fall	<input type="checkbox"/> Swallowed Object
<input type="checkbox"/> Other		

Describe...

Witnessed by: **--Select Witness--** ▼
--Select Witness-- ▼
 Other 1
 Other 2

Description: Describe details of location and how the accident/injury occurred:

Actions Taken: Describe and give details of any first aid treatments here

Administration Notified: **Yes** ▼ Parent Notification Via: **Letter with Re** ▼ Notification Date: Notification Time: **00:00 PM**

User: Raco Verhaaren, Input Date: 12/16/2014