

Review of Injury reporting:

- If a child has an injury in class that requires medical or dental attention or a serious near-miss (such as choking) an incident report needs to be filled out.
- We are required to make reports on these injuries to OCC, the Health Director makes those reports.
- Additional information may be required, such as what provider was seen, and what the outcome of the visit to the provider was. If you have that info please put it in the incident report or email it to the Health Director.
- The center staff need to facilitate obtaining this information in as timely manner as possible.
- A release to return to class may be required- consult with Health Services after each injury requiring medical attention before allowing a child to return to class.

Notes on filling out incident reports:

- For affected party, we need full name of the child. Often these are submitted with only first names.
- Under witnesses, if there were multiple, we need that listed and accounts from all of them.
- Location Site & Area: we need the center, and then the area within the center. Often we get this with just "classroom", and I cannot interpret what center and classroom this was in. Please be specific.
- Explanation of what happened. Please be detailed. Please add other witness' accounts. Please add as much information as possible- "child fell" is not sufficient for our reports to the OCC.

It is required for us to report injuries to OCC within 5 days of their occurrence, with best practice being as soon as possible.

Below you will find the definition of Serious Injury or Incident from the OCC.

414-300-0005

Definitions

(43) "Serious Injury or Incident" means any of the following:

- (a) Injury requiring surgery;
- (b) Injury requiring admission to a hospital;
- (c) Injury requiring emergency medical attention;
- (d) Choking and unexpected breathing problems;
- (e) Unconsciousness;
- (f) Concussion;
- (g) Poisoning;
- (h) Medication overdose;
- (i) Broken bone;
- (j) Severe head or neck injury;
- (k) Chemical contact in eyes, mouth, skin, inhalation or ingestion;
- (l) All burns;
- (m) Allergic reaction requiring administration of Epi-Pen;
- (n) Severe bleeding or stitches;
- (o) Shock or confused state;
- (p) Near-drowning.