

# Child Injury Reporting Quick Reference Flow Chart

**Serious** injury requiring emergency medical treatment

**Potentially** serious injury that requires treatment by a health care provider

**Minor** injury requiring minimal first aid care at the site

**Follow the Medic First Aid Procedure and call 911**

Call the child's parent/guardian immediately, then the Health Services Director. If the Health Services Director is unavailable, refer to the key contacts list for other staff you may notify.

**Complete:**

- ✓ **Online SOCFC Incident Report**
- ✓ **Specialist ROI**
- ✓ **Health Services Director will request additional information via email**

Submit them to the Health Services Department within 24 hours.

A copy of the incident report will be emailed to you to put in the child file.

Notify the parent/guardian(s) that if they seek medical treatment from a health care provider, they **MUST** notify the Family Advocate or EHS Specialist within 2 days.

Get care instructions from the parent/guardian(s) when the child returns to class.

For more detailed information, refer to these policies and procedures:

- *Illness & Injury: Short Term Medical Exclusion and Long Term Medical Accommodation*
- *Accidents, Injuries, and Medical Emergencies-Child*

**Complete:**

✓ **Ouch Report**

Enter the OUCH report in Shine and file a copy in the child file.

Inform the child's parent/guardian(s) of the injury and give them a copy of the OUCH report.

**PROCESS COMPLETE**