

CHILD, YOUTH & SCHOOL (CYS) SERVICES
STANDING OPERATING PROCEDURES (SOP)
REPORTING PROCEDURES FOR ACCIDENT/INCIDENT REPORTS

1. Purpose: To furnish guidelines for the reporting of accident/incident reports through the Child, Youth & School (CYS) Services program delivery system: Child Development Centers (CDCs), Family Child Care (FCC), CYS Services Parent Central Services, School Age Centers (SAC), Youth Centers (YC), School Support Services, Youth Sports and Fitness (YSF), Kids On Site (KOS), School of Knowledge, Inspiration, Exploration & Skills (SKIES), and Special Events.

2. Scope: This SOP applies to all Child, Youth & School Services personnel, FCC providers, contractors, and volunteers. CYS Services personnel, FCC Providers, Contractors and Volunteers will be referred to as Staff Members.

3. Responsibilities: All incidents and accidents (**regardless of whether there is an apparent injury**) will be written on an Accident/Incident Report. The Accident/Incident Report will be documented immediately after the child's/youth's needs have been administered. The report must be completed accurately and factually (see samples at Enclosures la - e).

a. Facility Directors:

(1) Will review all reports to ensure that it is clear and factual to the situation.

(2) Will sign before the reports are given to the parents or guardians.

b. Staff Members:

(1) Are responsible to document the observation of the incident.

(2) Will request for assistance and provide care to the child if needed.

(3) Will provide the Director with the information.

c. Witnesses:

(1) Will provide a written statement of the incident or accident to the caregivers to be attached to the report.

(2) If a child is a witness the caregiver writing the incident report will only write what was said by the child in quotations.

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d. Parents will sign the report.

4. Procedures

a. Fill out form

(1) Emergency Contact Phone Number.

(2) Child's Full Name: There is only one child's name that should appear on any accident/incident report. This is the name of the child that was injured or caused the injury. No other child will be mentioned by name in an Accident/Incident Report.

(3) Child's Age.

(4) Staff Member Witness: Name of provider/instructor. If no provider/instructor witnessed the accident, provider/instructor who received report from child will write the report.

(5) What was the child doing when the accident/incident occurred? Accurately and factually describe the events taking place at the time of the accident/incident listing:

(a) Location - Activity Room/Sports Field/FCC Quarters #/Program.

(b) Number of children involved

(c) Type of injury - area of the body, give as much detail as possible; i.e. scratch, bump, scrape.

(6) What first aid measures were taken (i.e. area washed with soap and water, cold compress applied to area, band aid applied to injury)?

(7) Were the parents notified/called immediately of an injury that is from the neck and above? Yes/No. Initial caller will be the manager or at times the administrative staff/FCC provider.

(8) Signature of provider/instructor.

(9) Date/Time.

(10) Signature of Director/Program Manager/Teacher/Supervisor/Volunteer Coach. If possible, CYS Services staff should obtain a supervisor's signature before parent signs.

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(11) Signature of Parent: Obtain this signature on the day of the accident/injury. If Parent refuses to sign, annotate on the form "Parent (mom/dad) refuses to sign".

b. Follow-up comments.

(1) Date/Time: When calling parents, document the date, time, phone number that is called, the person you talked to and the name of the caller in the follow-up comments sections. Every effort will be made to notify parents/designee or a message will be left asking for a return call.

(2) FCC provider will inform FCC Director. SKIES Instructor/Volunteer Coaches will provide information to Program Director of all serious injuries in the home immediately after child's needs are attended to and parents have been informed.

(3) Staff Intervention: What did provider/instructor do if more than one child was involved? (For example, provider/instructor talked to the children about using our words when we want the toy truck, provider/instructor demonstrated to Toddlers "soft touches.")

(4) Follow-up on care for child/youth: For example, "a dime-size black and blue mark was noted by the provider/instructor after nap approximately 1/2 inch from the scratch marks. This mark was not visible when the initial report was written. Parent was called." Always provide and note follow-up care to all injuries that required parent notification.

c. In the event a parent leaves for the day without being notified of an accident/incident and signing the forms, the provider/instructor will assume the responsibility of contacting the parent by close of business to inform the parent regarding the injury.

5. Accident/Incident Report is also used for noting injuries/unusual behavior observed during morning screening. If in doubt, document the situation on this form.

6. When a parent notifies staff of an injury that occurred at the center, at program activity, prior to practice games or classes, staff will complete an Accident/Incident Report. The report will be dated according to the date the parent notified staff and written as the parent's statement in order to document the injury.

7. All Accident/Incident Reports will be logged on Room/Activity Accident/Incident Report Log Sheet (Enclosure 2) after the Accident/Incident Report is completed. The Report Log Sheet is turned in to the front desk on the last working day of the month. The original log will be kept on file at the center. FCC providers/instructors will forward copies to the FCC Director on the last working day of the month or the first working day of new month.

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8. All accidents that require medical attention and serious incidents will be recorded on the Serious Incident Report (SIR) (Enclosure 3) and e-mailed to the CYS Services Program Operations Specialist within **2 hours after the accident**. A phone call to CYS Services Base office will be made immediately informing the chain of command. CYS Services Coordinator forwards a report of the serious incident to IMCOM within 24 hours. Contracted instructors will assist the Site or Program Director with completion of a SIR/Coaches will assist Sports Director.

9. Caregivers/Providers/Instructors/Coaches are reminded that they are responsible for the health and safety of the children left in their care. It is essential that they report all accidents/injury immediately.

10. Administrative action will be taken when staff members fail to write the reports the day they occur.

11. The Point of Contact is the undersigned at (808) 656-0093.

3 Enclosures

1. Samples of completed Accident/Incident Reports 1a to 1e
2. Incident/Accident Report Log Sheet
3. Serious Incident Report (SIR)



HYACINTH L. SMITH
CYS Services Coordinator