

## INJURY REPORTS

**POLICY:** Children who are injured while in our care will have a record of the injury and first aid received. Documentation will be filed in the child's permanent record.

**PURPOSE:** To accurately reflect the care given the child.  
To demonstrate the quality of the first aid delivered.

**PROCEDURE:**

1. Staff members responsible for first aid will possess a current first aid certification.
2. First aid shall be delivered according to accepted technique outlined in the current First Aid Manual.
3. Completed forms shall be given to the Health Advocate for review and logging.
4. The Health Advocate will note any further clarification necessary to explain the injury and the actions taken on a separate sheet of paper attached to the form.
5. When the form is complete, it goes into the child's file.
6. Parents/guardians and licensing will be notified of injuries per center policies licensing regulations.
7. Unusual Incident/ Injury Report for Childcare Centers: [LIC 624](#)
8. Unusual Incident/Injury Report- Family Child Care Homes: [LIC 624B](#)