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| Policy Title: | Incident and Illness | Revision Date: | 7/6/17 |
| Contact Person: | Health Manager | PC Approval Date: | 8/12/17 |
| Area: | Health | SPCAA Board Committee Approval Date: | 8/15/17 |
| Stakeholders: | All Staff, parents and children | SPCAA Board Approval Date: |  |
| References: | 1302.47(4)(A) MS 746.701; 746.705; 746.707;749.709 | Advisory Approval Date: |  |
| Related Documents: |  | | |

**Performance Objective:** The program, when operating center-based programs, establishes and implements procedures of notifying parents in event of an emergency involving their child.

**Procedures:**

1. If an injury to a child requires the attention of a health or dental provider, the Site Manager will report the incident to Texas Department of Health and Regulatory Services- Child Care Licensing as soon as possible but no later than two working days after the accident. . The Incident/Illness Report (form 7239) will be used to record the incident and Illness.

2. The Head Start /Early Head Start Site Manager staff will assist classroom staff and aid to evaluate bumps and scrapes that occur during the day as well as the general health of children enrolled in the center.

3. The Head Start/EHS Site Manager will screen minor injuries. This will allow the Site Manager to assess the medical needs of Head Start/EHS children and evaluate minor injuries that do not require the attention of a health and dental provider.

4. Parents will be notified immediately after a child is injured and the injury requires medical or dental attention by a health-care-professional.

5. Parents will need to be notified of less serious injuries when the parents pick the child up from the center(less serious injuries include but not limited to, minor cuts, scratches, and bites from other children requiring first-aid treatment by Head Start/EHS staff.

6. Staff will fill out on Incident/Illness Report (form 7239) the top part, section A. to include signatures from staff and parent if an injury occurs at center. On same form if an on-set of illness occur the top part, section B. to include signatures from staff and parent if an illness occurs at center.

7. If any physical harm is caused (or could have been caused) by child’s behavior, the incident report (form 7239 section-A.) will be completed.