Crossroads Head Start/Early Head Start

Accident Reporting Guidelines

Minor Incidents

1) Take care of child. If needed, administer First Aid.
2) Parents must be notified right away of any injury above the shoulders.
3) Complete Minor Incident Report. It can be found on Crossroad's website. Scroll down toward bottom of page that contains the program plans. Form can be found in 'Accident Reporting Forms". Remember to include description of what the affected area looks like also.
4) Notify supervisor. Center Director must look over and sign the top of the page.
5) Fax report to the Health and Nutrition Coordinator.
6) Obtain parent/guardian's signature.
7) File original in Accident File at site.

Student Accidents – Fill out Student Accident Report for any student injury that results in the child requiring medical evaluation, either that day or later.

1) Take care of child. If needed, administer First Aid. Seek treatment if needed (911, etc.)
2) Notify parent as soon as possible.
3) Notify supervisor.
4) Supervisor will notify Health and Nutrition Coordinator and Human Resources.
5) Complete Hartford Insurance Form if there is time (obtain parent signature and information as requested). Form is located at end of the Health Services Plan. Send form along with parent, for treatment and payment of services.
6) Complete Student Accident Report form. Can be found on Crossroad's website. Scroll down toward bottom of page that contains the program plans.
7) Immediately fax to Health and Nutrition Coordinator. Health and Nutrition Coordinator will notify Human Resources immediately.
8) File original report in Accident File at site.

Employee Accidents

1) If needed, administer First Aid. Seek treatment if needed (911, etc.)
2) Notify supervisor.
3) Notify employee's contact person if needed.
4) Supervisor will immediately notify Health and Nutrition Coordinator and Human Resources and give direction on where employee should go for medical evaluation.
5) Complete Employee Accident Report (completed by employee if at all possible). Can be found on Crossroad's website, under 'Human Resources', 'Employee Forms', HR-205 Employee Accident Report'. The first page is to be filled out by the employee; the second page is to be filled out by the employee's supervisor.
6) Immediately fax to Health and Nutrition Coordinator. Health and Nutrition Coordinator will forward to Human Resources immediately.