

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Part: 1302 Program Operations**

**Subpart: D-Health Program Services**

**Section: 1302.47 Safety Practices**

**Subject: Reporting Accidents**

---

**Policy:**

An accident report form will be filled out every time a child has any accident in which there is an injury or suspected injury while in the care of Head Start/Early Head Start personnel.

**Procedure:**

1. Emergency telephone numbers, including ambulance fire, police, poison control center, Florida Abuse Hotline, the county public health unit, and the facility's address and directions to the facility, including major intersections and local landmarks must be posted on or near all facility telephones, and shall be used to protect the health, safety, and well-being of any child in care.
2. Head Start/Early Head Start staff will report all accidents/incidents to their Center Director immediately.
3. The staff member witnessing the accident/incident will fill out the Children and Families accident/incident report at the time of the accident with the following information and give to their Center Director for signature:
  - a. Child's name
  - b. Date and time of accident/incident
  - c. Type of accident/incident
  - d. Name of Head Start/Early Head Start center.
  - e. Parent/guardian signature
  - f. A brief report of accident/incident.
  - g. If witnessed or told by child or another child.
4. If the accident requires medical attention, the supervisor will report the accident/incident to the Human Resource Manager and Head Start/Early Head Start Director.
5. Telephone parent/guardian to inform them of the injury or suspected injury.
6. The parent/guardian will sign the accident/incident report on the day that accident/incident occurs.

**Tri-County Community Council, Inc.**

**Head Start/Early Head Start**

7. If the parent/guardian does not pick up the child, then the person picking up the child will sign, and a copy will be given so the person can give the parent/guardian a copy.
8. Staff will give all accident/incident reports to their Center Director to have input into child plus and placed in file for DCF.
9. Accident/Incident will be reported to the Director via weekly Director's report submitted by the Center Director.