

Child Incident Reporting Form Instructions

Please use this form to report serious injuries or illnesses, accidents, or emergencies to the injured child's parent(s) and to the Division of Environmental and Community Health as required by state licensing rules.

Parents and state licensing staff know children are active, and no amount of child-proofing and supervision can prevent all injuries. Reporting injuries can help prevent them in the future by identifying injury patterns specific to the child care environment, and/or with a child who may need help with difficulties associated with balance, vision, or foot positioning.

Please modify this form to meet the needs and requirements of your child care program.

Serious Injuries and Illnesses:

Serious injury or illness is an event that occurs or is observed during regular facility hours while on site, during an off-site facility-sponsored event, or during an after-hours facility sponsored event.

Serious injury or illness is defined as the following:

- A) An injury or illness which requires medical attention from a physician or other medical personnel including, but not limited to, an emergency room visit and/or hospitalization.
- B) Any reportable illness listed as a Notifiable Disease or Condition by the Maine Center for Disease Control at <http://www.maine.gov/dhhs/mecdc/infectious-disease/epi/disease-reporting/documents/notifiable-list.pdf>.
- C) Accidents resulting in serious injury to children as defined above. Accidents include injuries that are the result of an incident involving transportation to or from a facility sponsored event.

Imminent Risk:

Imminent risk includes (but is not limited to) events like missing children, rescues from drowning, use of emergency medications such as an epi-pen, and exposure to known allergens.

Deaths:

Death of a child or staff member must be reported. This includes a death that occurs after facility hours, if the death is a direct result of earlier serious injury or illness while under care of the facility.

This form can be used to notify parents of incidents and a copy should be kept in the child's file. When completing this form, please maintain the confidentiality of other children who may have been involved.

The copy of the incident report in the child's file must be signed by the parent/guardian.

Incident Report

Type of report: Serious Injury Notifiable Illness Accident Imminent Risk Death

Name of program/operator: _____

Provider Type: Family Child Care Child Care Facility Small Facility Nursery School

Name of child: _____ Child's date of birth: ____/____/____

Gender: Male Female Date of event: ____/____/____ Time of Event: __:__ am pm

Description of what occurred, including any injuries, location of event, and equipment involved, if any:

Were there other children involved? Yes No

Witnesses to event: _____

Description of first aid administered to child/by whom:

Medical attention required? No Yes (If yes, check who provided the attention below)

Paramedics treated on site

Transported to hospital by ambulance

Parent reported taking child to doctor/clinic/emergency room

Child admitted to hospital

Describe the response to the event/actions taken:

Describe any steps taken to prevent reoccurrence:

Child Care Licensing Contacted: No Yes If yes, date and person contacted: _____

Person reporting event: _____ Reported to: _____

Parent/Guardian Notification

Print name(s): _____ Date notified: ____/____/____

Parent signature(s): _____

Serious injuries and deaths must be reported to your licensing worker (or to the Child Care Licensing Unit at 287-9300) immediately. Please keep in mind licensing workers are not able to give medical advice. Medical attention is a parental decision, or a provider's decision when a parent cannot be reached.