

Accident/Injury Policy

Should an accident or emergency occur while your child is in schools, the following procedures will be implemented:

1. The staff will comfort and reassure the child while assessing their injuries.
2. If the injury is a minor one basic first aid will be administered – attaching a band aid, offering an ice pack, etc.
3. If the injury is minor an accident report (“Ouch Report”) will be filled out by the staff member. A copy will be put in the child’s file and a copy will be sent home.
4. The parent/guardian will be notified in case of a head injury.

If the injury is major – a cut that may require stitches, a suspected broken bone or anything that may result in the child being transported to the hospital the following procedures will be implemented:

1. After calling the parents/guardians and/or 911, staff will notify the director.
2. Staff will keep the child calm and reassure him/her until parents/guardians and/or an ambulance arrives.
3. After the child is no longer under the care of the program, the Indiana State form 54265 will be completed. A copy of this form will be given to the parents/guardian and a copy placed in the child’s file. One copy will be sent to the Office of Early Childhood and Out of School Learning.