

Big Sandy Area C.A.P., Inc. – HEAD START  
Program Policies and Procedures

## ACCIDENTS

### POLICY:

Staff will ensure that all accidents are managed using the proper first aid and reporting procedures.

*This policy relates to [Head Start Performance Standards 45 CFR Part 1302.47](#)*

### PROCEDURE:

1. Any accident involving a child that requires staff to provide first aid (*bumps, bruises, scrapes, and splinter*) must be written up on an accident report form and must be reported to the child's parent/guardian on the day of the accident. Staff will call the parent immediately to inform them of the accident.
2. Any serious injuries (*i.e. broken bones, severe bleeding, or any injury requiring the child to be sent home or to a medical provider*) must be reported by telephone to the delegate and grantee office immediately following the incident. A written incident report is then submitted to the delegate office within 24 hours.
3. Life threatening situations are to be reported immediately to the grantee office who will then report the incident to the ACF Regional Office.
4. If injury involves the child's head, the staff will complete the Head Injury Form and this will be given to parent along with incident report.
5. The Health Services Manager and/or delegate staff will review accident reports and provide feedback if necessary.
6. Bus accident reports will follow their local LEA protocol. Model City Head Start will follow the Bus Accident policy for BSACAP.

*Approved by the Policy Council: September '18*