

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

## Accidents

### POLICY:

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

*. This policy relates to Head Start Performance Standards 45 CFR Part 1304.22*

### PROCEDURE:

1. Any accident involving a child that requires staff to provide first aid (bumps, bruises, scrapes, splinters) must be written up on an accident report form and must be reported to the child's parent(s) on the day of the accident.
2. Any serious injuries (e.g. 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 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. The Health Services Manager will review all accidents reports and provide feed back if necessary.

*Approved by the Policy Council October, 2007*