

REPORTING TO THE AGENCY

The provider shall inform the agency: Subpart 2C state “Within 24 hours after the occurrence of a fire that requires the service of a fire department so the agency may determine continued substantial compliance with parts 9502.0315 to 9502.0445.”

This means a fire that occurs at any time, not just during day care hours. Your licenser will need to determine if a re-inspection of your home by the fire marshall and/or herself is necessary and will make the necessary arrangements.

Subpart 2D states “Immediately after the occurrence of any serious injury or death of a child within the day care residence.”

“Serious injury” is defined as any harm suffered by a person which reasonably requires the care of a physician whether or not the care of a physician was sought. For the purpose of parts 9543.3000 to 9543.3090, the following are deemed to be serious injuries:

- A. bruises, bites, skin laceration, or tissue damage;
- B. fractures;
- C. dislocations
- D. evidence of internal injuries;
- E. head injuries with loss of consciousness;
- F. extensive second-degree or third-degree burns, and other burns for which complications are present;
- G. extensive second-degree or third-degree frostbite, and others for which complications are present;
- H. irreversible mobility or avulsion of teeth;
- I. injuries to the eyeball;
- J. ingestion of foreign substances and objects that are harmful;
- K. near drowning; and
- L. heat exhaustion or sunstroke

Because these incident reports become a part of your case file and could conceivably be used in court if the parents decide to take legal action, **THESE REPORTS NEED TO BE IN WRITING** and **THEY NEED TO BE YOUR OWN DESCRIPTION OF WHAT HAPPENED.**

SO PLEASE!....if you have a fire or a child has suffered an injury in your day care, REMEMBER – you need to send a written report of this occurrence to your licenser. Write the incident up on an 8 ½ x 11 sheet of paper or use the attached injury report form.

Sit down and write details of the incident IMMEDIATELY. In your own words, include this data:

INJURED CHILD

1. Date of Report
2. Date of Accident
3. Full Names & Ages of all Children Present

4. Where it Happened
5. Where you were
6. What happened
7. Medical Attention Action
8. Notification of Parents
9. Follow-up – Condition of Child & Doctor's Diagnosis
10. Sign the Report with your address included.

FIRE

1. Date of Report
2. Date of Fire
3. Full Names & Ages of all Children Present (if during day care hours)
4. Where was the fire?
5. Where were you?
6. What did you do?
7. Notification of Parents
8. Follow-Up
9. Other Pertinent Details

10. Sign the Report with your address included.