

Ouch Report

Policy

The Neighborhood House Association Head Start Program, in accordance with Community Care Licensing requirements, documents any injury/incident including, but not limited to: minor cuts, scratches, and bites from other children that requires assessment and/or administration of first aid. Staff notifies the parent/guardian on the date of the incident.

Reference and Regulation:

California Community Care Licensing 101226 (a) (2)

Ouch Report

Procedure

Issuance Date: August 2008

Revised: June 2016

In the event that a child is injured at a site:

- Staff must notify the parent/guardian on the date of the incident.
- Staff must document any injury/incident involving an Early Head Start/Head Start child while at the site.
 - The staff member providing first aid must complete and sign an Ouch Report form for all injuries.
 - Staff will specify the location that the injury/incident occurred on the Ouch Report form.
 - Site Supervisor reviews the form prior to staff reviewing the form with the parent/guardian.
- The parent/guardian must also sign the Ouch Report form.
- The completed Ouch Report form is maintained in Section 2 of the Child File, and a copy is provided to the child's parent/guardian.
- In the event that this injury/incident is of a more serious nature, the Site Supervisor must complete a "Required report to Licensing (LIC 624) Unusual Incident/Injury Report," as well as notify and submit an electronic copy to the Area Director.
 - See SE-Accidents and Illness Reporting Standard Operating Policy and Procedure for details.
- Staff documents the occurrence and action taken in the Progress Notes of Section 2 of the Child File.

Documentation:

Ouch Report Form

Progress Notes, Section 2, Child File

Required report to Licensing (LIC 624) Unusual Incident/Injury Report