Shasta Head Start
CHILD DEVELOPMENT, INC.

Unusual Incident Reporting Process

Incident:
Child is injured and the injury requires the child to be seen by a doctor.

Incident:
A child is bitten <u>and</u> the bite breaks the skin and draws blood.

Incident:
An accident or unusual circumstance interrupts the daily operations of the center.

Incident:
A CFS report is made for a child enrolled in a licensed facility.

Incident:
Center experiences an epidemic outbreak (contact SHS Health Manager for guidance).

Incident:
Inappropriate discipline, or potential child abuse and maltreatment by a staff member.

Incident:
Lapse in child supervision or unauthorized release of a child.

The staff member who witnessed the incident is responsible for filing the Unusual Incident Report. Staff will work with their HT/SS or manager to complete the UIR. UIRs are completed for incidents occurring in, or with children enrolled in, a **_licensed facility_**.

The day the incident occurs:
- Call or email a Child Development Manager
- Call or email your Area Manager.
- Fill out an Unusual Incident Report.
- Scan a copy of the Unusual Incident Report and CFS report (if one has been made) to the Unusual Incident folder.
- ⬡ **Do not move to the next step until management contact has been made.**

Once a Child Development Manager has approved the UIR:
- Call Community Care Licensing at 895-5033 and report the incident/accident within 1 business day.
- Fax or mail a copy of the UIR to CCL within 7 days of incident.
- Fax 895-5934
  520 Cohasset Road, Ste. 170
  Chico, Ca. 95926

Child Development Managers and Area Managers will notify the Executive Director and the Program Director of any Unusual Incident Reports.

Directors will notify the Region IX and State Program Specialists of any incidents that results in serious injury or harm to a child, violates Head Start standards of conduct at 45 CFR 1302.90(c) or results in a child being left alone, unsupervised, or released to an unauthorized adult, as soon as possible, but no later than seven calendar days.