

Policy & Procedures for Reporting Accidents & Injuries

Executive Baby, Inc

When an injury of a child occurs at Executive Baby, employees must adhere to the following procedures for reporting & documenting:

-Any type of injury must be reported by staff to the Head Teacher of the classroom as soon as the injury occurs. The Head Teacher will notify the Office Personnel immediately.

-The Head Teacher will immediately write up an accident report and bring the report to the office.

-The office staff will notify the parent/guardian via telephone of any injury from the neck up or any injury the office deems to be an immediate phone call to the parent.

-The office will document on the accident report the time the parent was called and return the report to the Head Teacher for a parent signature at pick up time.

-The accident will then be filed in the Classroom Accident Log.

Employee Signature-

Date:
