



**Department of  
Early Education and Care**  
THE COMMONWEALTH OF MASSACHUSETTS

**Small Group, Large Group and School Age Child Care Licensing**

**POLICY STATEMENT: Reporting Injuries to EEC**

---

**7.04 (a) Notification of Death or Serious Injury.** *The licensee must immediately report to the Department by telephone the following:*

- 1. the death of any child which occurs while such child is in care, or resulting from an injury or event that occurred while the child was in care;*
- 2. any injury to any child which occurs during the hours while such child is in care and which requires hospitalization or emergency medical treatment.*

This policy is provided to clarify the notification process of reporting a serious injury to EEC involving a child at a program or during program related activities.

A. Any injury that requires ***overnight hospitalization*** must be immediately reported to EEC by speaking directly to a Licensor. An injury report form and the required documentation must then be submitted to EEC within five business days.

B. Any injury that requires ***emergency medical treatment*** must be reported to EEC by submitting an Injury Report Form and the required documentation to EEC within five business days.

The following are exceptions and **do not** need to be reported:

- Injury where medical attention is sought as a precaution and requires no treatment. Tests used to establish a diagnosis (such as x-rays) are not considered treatment.
- Seizures
- Bee stings that do not necessitate a 911 call
- Nursemaids elbow
- Injuries treated with surgical glue, Durabond or Steri-strips
- Contusions (bruising)
- Sprains

The EEC Injury Report Form or a Program Injury Form (an injury form developed by a program) may be used. If a program creates their own Injury Report Form, all items from the EEC Injury Report Form must be included.

EEC will complete a documentation review of all injury reports and determine the appropriate regulatory response. A visit to the program may be necessary. Once EEC's review is complete (with or without a visit) and if non-compliances are determined, EEC will issue a report to the program citing any non-compliances and require that the program submit a plan for compliance to EEC. Otherwise, if EEC's documentation review determines no non-compliances, the program's injury report will be maintained in the program file with no further action by EEC.

If a program submits a non-required illness and injury report resulting in no non-compliances, this information will be maintained in the program file with no further action by EEC. However, if EEC determines that any non-required injury report resulted in non-compliances, EEC will issue a report to the program citing any non-compliances and require that the program submit a plan for compliance to EEC.