



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

Small Group, Large Group and School Age Child Care Licensing

TECHNICAL ASSISTANCE: Assessing Injuries to Children in Care

According to the National Safety Council, injuries are the **#1** health and safety problem for children in child care settings.

When a child is injured, child care staff need to fully and correctly assess the child's injury. Due to the possible severity of many injuries, it may be important for more than one trained staff member to be included in the assessment of an injury. Consulting with other program staff members is always advisable. If not assessed appropriately, there may be a delay in medical attention and treatment. Such a delay may result in a child's undue suffering or a condition may worsen. A call to 911 ensures expert opinion.

It is especially important to consider the possible severity of a head injury. In some cases an injury may warrant immediate medical attention and in other cases an injury may need continued observation to determine if symptoms for a possible concussion are present.

Anytime you believe a child's life may be at risk, or you believe there is risk of permanent injury, seek immediate medical treatment. Call 911.

Procedures To Follow In Medical Situations:

- Administer First Aid and CPR as deemed necessary based on the nature of the injury and call emergency medical services 911 if necessary.
- Call the child's parent(s)/legal guardian.
- Have child's medical information and emergency consents available for medical personnel.

As soon as possible after first aid is administered, it is important to obtain the following information:

- What was the child doing?
- Was any equipment involved?
- Was another child involved?
- Were any hazards involved?
- Were there any witnesses?
- What did the witnesses see?

Remember:

- Provide **immediate, full, and accurate** verbal notification to parent/guardian regarding an injury with written notification to the parent/guardian within 48 hours.
- Complete an EEC injury report or a program injury report that includes all of EEC's required information. Include all pertinent information and any attachments. Submit required documentation to EEC within five business days.
- Obtain all information regarding the injury from staff members before they leave for the day.
- Regularly review program's health care policy with staff.
- Maintain, and review monthly, a record of all unusual or serious incidents including but not limited to emergencies, accidents, behavioral incidents and property destruction.
- Make sure the child's medical information is current and accessible to staff.