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Environmental Protection and Growth Management Department
Environmental and Consumer Protection Division
Child Care Licensing and Enforcement Section
1 North University Drive • Plantation, Florida 33324 • 954-357-4800

RECORD OF UNUSUAL INCIDENTS AND ACCIDENTS

Name of Child Care Provider: _____

Name of Child: _____ Age: _____

Incident/Accident Date: _____ Time: _____

Place of Incident/Accident: _____

Describe Incident/Accident: _____

Describe Nature of Injury: _____

Witness(es) to Incident/Accident: _____

What Action Was Taken? _____

Was Parent/Guardian Contacted? _____ Time? _____ How? _____

Other Person(s) Contacted: _____

Describe Medical Treatment/First Aid: _____

Name of Reporter (Print): _____ Title: _____

Signature of Reporter: _____ Date: _____

Name of Owner/Director (Print): _____ Title: _____

Signature of Owner/Director: _____ Date: _____

Name of Parent or Guardian (Print): _____ Title: _____

Signature of Parent or Guardian: _____ Date: _____

Sec. 7-8.06. Records of unusual incidents and accidents.

A written record of unusual incidents affecting the program or the child care facility, as well as accidental injuries to children and child care personnel, must be kept on file on an accident or incident form approved by the local licensing agency. Documentation shall include the name of the affected party, date and time of the occurrence, description of the occurrence, actions taken and by whom, and appropriate signatures of staff members and the parent. The parent of a child or a person designated on the No. 1 card, Child Care Enrollment Information Card, or its equivalent shall be notified of the unusual incident or accident on the date of the occurrence when the child is released from care. The completed form shall be retained by the child care facility for a period of one (1) year.

The local licensing agency shall be notified as soon as possible, but no later than within one (1) work day, in the event of an illness, accident, injury, or emergency that results in the serious injury or death of a child in care.

(Ord. No. 2004-02, § 1, 2-10-04)

*** MUST BE KEPT ON FILE AT CHILD CARE PROGRAM.**

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