

Safety and Incident Reports

RPS Preschool takes the responsibility of caring for your children very seriously. Children are never left alone or unattended. Staff is trained in safety policies and procedures as well as active supervision. Emergency response phone numbers are posted in the classrooms, and parent contact information is on file at the school and the Preschool office. All parent and emergency contact information must be current, and parents must notify the program if any information changes.

The staff will do everything possible to prevent accidents. In the event of an accident, an injury report will be completed, and parents will be notified. Incident Reports are used to document any injury to a child as soon after the incident (unless it is an emergency).

Incident Reports contain child's name, center location, parent name, brief, accurate description of the incident with good detail, and names of witnesses if any and center staff completing the report. Names of other children will not be included in the incident report provided to the parent. An incident report will be completed if any of the following occurs:

- An illness, accident, fall, or injury, which requires first aid treatment.
- A bump or blow to the head
- Hitting or biting by another child that leaves a mark, bruise, etc.
- Any incident that requires emergency transporting
- Any unusual or unexpected event, which jeopardizes the safety of children or staff

Parents will be notified of the incident, and a copy will be sent home the day the incident occurs (unless it was an emergency). All incidents requiring incident reports must be reported to the preschool office along with a copy of the report.

Sometimes emergencies occur that require the staff to respond immediately. If an emergency occurs with your child, the following steps will be taken: Emergency services will be called first, and then the parent will be immediately contacted. If the child needs to be transported to the hospital for medical care, a staff member will accompany the child if the parent is not present. The parent will be required to meet their child at the hospital. The staff member will remain with the child until the parent arrives. Program staff cannot assume responsibility for making medical decisions on your behalf and cannot consent to discharge a child from the hospital.