**CAPE /Head Start/ Early Head Start Section 3. Forms**

**Procedure for completing form:**

Injury Report when child receives medical care (Licensed centers)

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|  | **STEPS** | **PERSON RESPONSIBLE** | **TIME LINE** |
| 1 | The State “Injury Report” form is to be downloaded from Internet. | LSM, COM, Lead Teacher | When child is injured and requires medical attention |
| 2 | Complete the State form entirely (within 72 hours) | LSM, COM, Lead Teacher | When child is injured and requires medical attention |
| 3 | Make copies and give to the Director of Children’s Services and the Finance department. | LSM, COM, Lead Teacher | When child is injured and requires medical attention |
| 4 | The State form must be mailed to the address located at the bottom of the form within 72 hours. | LSM, COM, Lead Teacher | Within 72 hours of the time that a child is injured and receives medical attention |
| 5 | The Hartford Insurance form must be completed by LSM/COM/Lead Teacher, Parent and attending Physician. Forms are available on site, from the LSM/COM or Finance Department. | LSM, COM, Lead Teacher | When child is injured and requires medical attention |
| 6 | Make copies of the completed form and give to the Director of Children’s Services and the Finance Department. | LSM, COM, Lead Teacher | When child is injured and requires medical attention |
| 7 | The LSM, COM or Lead Teacher must follow up on the health of the child with the parent and complete any required paper work. | LSM, COM, Lead Teacher | When child is injured and requires medical attention |

 MH 7/22/15