**Child Care Injury/Incident Report**

**Child’s Name:**

In addition to reporting to the department by phone or email about the following incidents and injuries, an early learning provider must also complete this incident report and submit it to DCYF within 24-hours.

<table>
<thead>
<tr>
<th>Provider Name</th>
<th>Provider ID</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Child’s Age</th>
<th>Date of Incident</th>
<th>Time of Incident</th>
<th>Incident Occurred</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>a.m.</td>
<td>p.m.</td>
</tr>
</tbody>
</table>

List names of staff present and/or witnesses:  

<table>
<thead>
<tr>
<th>Treatment provided to child while in care &amp; by who:</th>
</tr>
</thead>
</table>

**Situation that required an emergency response from:**

- ☐ Emergency services (911)  
  110-300-0475(2)(b)
- ☐ Washington poison center  
  110-300-0475(2)(c)
- ☐ Department of Health  
  110-300-0475(2)(d)

**Situations that occur while children are in care that may put children at risk including, but not limited to:**

- ☐ Inappropriate sexual touching  
- ☐ Physical abuse  
- ☐ Neglect  
- ☐ Maltreatment  
- ☐ Exploitation  
- ☐ Other

**Serious injury to a child in care:**

- ☐ Severe bleeding  
- ☐ One or more broken bones  
- ☐ Choking or serious unexpected breathing problems
- ☐ Severe neck/ head injury  
- ☐ Sudden unconsciousness  
- ☐ Dangerous chemicals in eyes, on skin, or ingested
- ☐ Near drowning  
- ☐ Shock or acute confused state  
- ☐ Severe burn requiring professional medical care
- ☐ Poisoning  
- ☐ Overdose of chemical substance  
- ☐ Injury resulting in overnight hospital stay

Please give a brief description of the injury/ incident, including where it occurred.

**Parent/Guardian Contacted**

<table>
<thead>
<tr>
<th>Date:</th>
<th>Time:</th>
<th>☐ In Person</th>
<th>☐ Phone</th>
<th>☐ E-mail</th>
</tr>
</thead>
</table>

**Licensor Contacted**

<table>
<thead>
<tr>
<th>Date:</th>
<th>Time:</th>
<th>☐ In Person</th>
<th>☐ Phone</th>
<th>☐ E-mail</th>
</tr>
</thead>
</table>

Parent/Guardian Comments:

**Parent/Guardian Signature**  
**Licensee/Staff Signature**

*By signing this form, I acknowledge that I received a copy of this report.*