



Any Future Action to Prevent Recurrence of Injury:

\_\_\_\_\_ ?

\_\_\_\_\_ ?

\_\_\_\_\_ ?

\_\_\_\_\_

Date Parent(s) Notified: \_\_\_\_\_

How were parents notified: \_\_\_\_\_

(in person, telephone, message machine, email)

Time parents notified: \_\_\_\_\_

Caregiver Signature: \_\_\_\_\_

Caregiver Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

**NOTE: The parent must be notified IMMEDIATELY if a child requires emergency medical treatment, sustains a serious injury or of any confirmed or suspected allergic reaction and the ingestion of or contact with any food in the written care plan. The parent must be notified the same day of minor injuries. Providers must maintain a written record of injuries in which entries are made the day of occurrence.**

**Any injury to a child that occurs while the child is under the supervision of the center and requires outside medical attention must be reported as soon as practical to the department, but not to exceed two business days.**

**Reports can be filed online at <https://doe.virginia.gov/cc/community/index.html?pageID=10>**