

Statement of Deficiencies

7303-F.4: Written Report regarding critical/reportable incidents

Not Met

7303-F.4: "The written report to LDOE Licensing Section for critical incidents and reportable incidents shall include the following information: a. name of facility; b. address of facility; c. license number; d. contact number; e. date of incident; f. time of incident; g. name of child or children involved; h. name of staff involved and other staff present; i. description of incident; j. date and time of notification to parents (to include attempted contacts), law enforcement, and child welfare (CW), if applicable; k. signature of person(s) notifying law enforcement, emergency personnel, CW, and parents; l. corrective action taken and/or needed to prevent reoccurrence; m. date and signature of staff completing report; and n. signature of parent, with date and time of signature. "

Finding:

7303-F.4 Based on record review: Provider fail to document all required information in regards to a critical incident that occurred on 03/02/15. On this date C1 appears to have jumped or stepped off a vinyl cover foam modular set while his teacher (S22) was turned away from him interacting with another child. C1 was picked up by O1 and it was later determined that C1 had a broken ankle as a result of the incident. The incident reported provided by the provider failed to include: b. address of facility; d. contact number; m. date of signature of staff completing report; and n. date and time of signature of the parent. "