

## Statement of Deficiencies

### 1103-A-E: Critical Incidents and Required Notification

Not Met

1103-A-E: An early learning center shall make immediate notification to emergency personnel, law enforcement as applicable, and other appropriate agencies for the following types of critical incidents involving children in care:

1. death;
  2. serious injury or illness that required medical attention;
  3. reportable infectious diseases and conditions listed in LAC 51.II.105; and
  4. any other significant event relating to the health, safety, or well-being of any child, including but not limited to a lost child, an emergency situation, fire or other structural damage, or closure of the center.
- B. The parent shall be contacted immediately following any immediate notifications made under Subsection A.
- C. The Licensing Division and other appropriate agencies shall be notified via email within 24 hours of the incident.
- D. The Licensing Division shall be notified by written report within 24 hours of the incident or the next business day. This written notification shall be made on the Licensing Division's Critical Incidents Report Form and shall contain all information requested on the form.
- E. Reporting deadlines may be adjusted in the event of a natural catastrophe and/or disaster, as determined by the Department.

### Finding:

1103-B&D: Based on record review/interview(s): S11 failed to have documentation of immediate notification to the parents of C1 and C2 following critical incident: On 5/5/17 at 10:30am, S8 was notified by a CPSB observer that two children were missing from the room. S11 stated to Specialist that C1 and C2 were located in the Resource Room within 5 minutes of the notification that they were missing. S11 stated that she notified C1 and C2's parents of the incident, by telephone, shortly after the incident occurred, but failed to document the notification. S11 failed to notify the Division of Licensing by written report within 24 hours of the incident or by the next business day. The written notification shall be made on the Licensing Division's Critical Incidents Report Form and shall contain all information requested on the form. S11 could not locate the Critical Incident Report Form for the incident that occurred on 5/5/17 involving C1 and C2.

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