

Family Record, Child Tab- More, Incidents

Last Modified on 04/03/2018 9:21 am EDT

From the Child record, go to the more tab- then select the Incidents option.

The screenshot shows a web application interface for a family record. At the top, there is a header bar with the following information: "Doolittle Family", "Family ID 320241", "Internal Note:", "1 Student(s)", "Regular Statement Type", and "375.00 Balance Outstanding". Below this is a navigation bar with tabs: "Summary", "Family", "Children", "Parents", "Third Party", "Volunteers", "Communication", "Auto-Pay", "Vacation", "Financials", "Receipts", and "Merge". The "Children" tab is active, showing a profile for "Eliza Doolittle, Age 7". Below the profile, there are tabs for "Admission/Personal", "Doctor/Health", "Program/Room Assignment", "Calendar View", and "More". The "More" dropdown menu is open, showing options: "Additional Information", "Health", "Incidents", "Contacts", "Sponsors", "Information Record - PDF", "Daily Sheets", "Daily Log", "Attendance", "Manage Program Templates", "Documents", "CACFP", "Registration - Excel", "Camps", "Parent Managed Calendar", "Reservation Weeks", and "Download Transportation Profile". The "Incidents" option is highlighted, and a tooltip "Maintain Incident Information" is visible. Below the dropdown, there is a table titled "Active Classroom Assignments - Doolittle, Eliza" with columns for "Active", "Classroom", "Effective Date", "End Date", and days of the week. The table contains five rows of data. At the bottom, there is a pagination bar showing "Records from 1 to 5", "Page 1", and "50 rows per page".

To add a new incident, be sure the new incident option is selected in the Select an Incident field-



Eliza
Doolittle
Age 7

Add Sibling

- Admission/Personal
- Doctor/Health
- Program/Room Assignment
- Calendar View
- More**

Incident Report

Select an Incident

New Incident

Then enter incident detail in each of the following sections. If a field has a * next to it, the field will be required. The rest of the fields should be completed as necessary. Press Save when completed.

General Incident Information

Date of Incident *	Time of Incident *	Place of Incident *
<input type="text" value="04/03/2018"/>	<input type="text" value="6:15am"/>	<input type="text" value="Playground"/>
Parent Name that was Notified	Parent's Telephone	
<input type="text"/>	<input type="text"/>	
Date Parent Notified	Time Parent Notified	Caregiver in charge of child
<input type="text"/>	<input type="text"/>	<input type="text"/>
Was first aid provided?	Was medical attention required?	
<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	
What was done?		
<input type="text"/>		
Was EMS called?	EMS time called	EMS time responded
<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>	<input type="text"/>
Did child see his/her doctor?	Date consulted	Time consulted
<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>	<input type="text"/>
Child's Doctor	Doctor's Phone #	
<input type="text"/>	<input type="text"/>	
Doctors Address		
<input type="text"/>		
Doctor's Diagnosis or Instructions		
<input type="text"/>		
Quality Program Notified?	Form Used	Licensing Notified
<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text" value="Please Select a Form Used"/>	<input type="text" value="Please Select a Licensing Notified"/>

Details of Onset of Illness While in Care

Type of Illness

Does the illness require exclusion from care?

Yes No

If communicable: other parents notified?

Yes No

Temperature of Child

Notification method used

Medication Given

Health Department Notified?

Yes No

Date Health Department Notified

Details of Incident that Caused Injury or Placed Child at Risk

Describe Injury or Risk in which child was placed

Where and how did the incident/injury occur?

Staff who witnessed the incident/injury

Other staff who were present at the time of the incident/injury

Save

Save incidents will display in the incident report drop down list-



Eliza
Doolittle
Age 7 🇺🇸

Add Sibling

Admission/Personal Doctor/Health Program/Room Assignment Calendar View **More** ▾

Incident Report

Select an Incident

 New Incident ▾

New Incident

2018-04-03 06:15:00
General incident information

Date of Incident * Time of Incident * Place of Incident *