

Minor Injuries include but are not limited to scrapes, abrasions, bumps, and bruises, and child bites not requiring medical attention.

In the case of a minor injury or incident the following shall occur:

- the **educator** shall provide details in writing on this form;
- the **agency** shall be advised of the injury/incident the day it occurs
- the **parent** shall be advised at the time of pick-up of the injury/incident and
- the **parent** shall provide a signature verifying that they have been advised

Child's name _____ Educator's name _____

Date of injury/incident _____ Time of injury/incident _____

Where did the injury/incident occur _____

Describe what happened _____

Describe injury/incident _____

Describe action taken _____

Parent's signature

Educator's signature

Date

Collection and use of personal information

Personal information is collected in accordance with section 33(a) and (c) of the *Freedom of Information and Protection of Privacy Act*, and will be used in the management and administration of Strathcona County family day homes programming and operations. If you have any questions about the collection or use of this information, please contact the Family Resource Network Manager at 780-464-4044.

Office use only

Agency personnel signature

Date

Follow-up required? no yes ► if yes, follow-up must be completed within 10 working days

Follow-up results (include dates and procedures) _____