

CRITICAL INCIDENT REPORTING FAQ'S

1. Is taking shelter with the children during a tornado warning a critical incident (there is no damage to the facility and no children were injured during the storm)?

This would not be reported on a critical incident form.

2. Is sending a child home sick or due to a known medical condition such as seizures a critical incident?

Each situation must be viewed separately. A child sent home with the flu would not require a critical incident report, however a unit closing due to illness may require reporting. A child leaving with parent due to an incident for a known medical condition would not need to be reported to KDHE CHILD CARE LICENSING. However, if the EMT is called and the child is taken to the hospital or an injury is incurred because of the medical condition, i.e. a seizure that resulted in a cut requiring stitches, would be required to be reported.

3. If multiple children are involved in a critical incident is a report for each child required?

Only one critical incident report is required to be submitted to KDHE, however each parent/guardian of the children involved in the critical incident must be notified immediately. The method of notification to a parent/guardian may be determined by the provider and as a best practice should be included in the business practice documentation that is shared at the time of enrollment.

4. Is a child biting another child a critical incident?

If the bite requires treatment by a medical care professional, a critical incident form is required.

5. Would an incident that occurred after hours, such as a tornado or other incident causing structural damage need to be reported?

KDHE Child Care Licensing should be notified in the event of a natural disaster or other incident that impacted the ability to operate. The benefit of reporting an afterhours incident is to give an opportunity for KDHE and the licensing surveyor to work with the provider so that care for children may resume at a temporary location.

6. The regulation requires that a parent/guardian receive immediate notification of a critical incident and that a report is sent to KDHE by the next working day. What happens if there is a delay in seeking treatment following an injury? For example, at the time of the injury the child seems OK and then a day or two later it is determined that treatment by a health care professional is necessary.

A report should be submitted to KDHE Child Care Licensing by the next business day after the licensee has been notified of the medical treatment for the injury.

7. What does jeopardize mean?

Risk of injury or death.

8. If the form is sent to KDHE Child Care Licensing through the U.S. mail will the licensee be cited for not having the form to KDHE by the next business day?

KDHE Child Care Licensing will allow for mailing days and would not cite if the completed form was postmarked by the next business day.

9. How should the form be submitted to KDHE Child Care Licensing and does the report need to be submitted to the licensing surveyor?

The form should be submitted directly to KDHE Child Care Licensing and does not need to be submitted to the licensing surveyor. The form may be submitted in any of the following ways (please submit one time):

USPS- 1000 SW Jackson, Suite 200, Topeka, KS 66612

Fax- [785] 559-4244

Email- kdhe.cclr@ks.gov

Note: Please contact your licensing surveyor with any additional questions you may have.