

Serious Injury or Incident Reporting to the Office of Child Care



Licensed child care programs and regulated subsidy providers must report serious injuries or incidents involving a child care child. Please call the Office of Child Care (OCC) central office at 1-800-556-6616 OR contact your licensing specialist to report any serious injuries/incidents.

Programs/Providers are Required to Report:	Timeline:
<p>“Serious Injuries or Incidents” that must be reported to OCC, as defined in OAR-414-205-0035(24); OAR-414-350-0050(10); and OAR-414-300-0030(4):</p> <ul style="list-style-type: none"> Any death of a child while in care; Any child that is lost or missing from the premises; Any child that is left behind on a facility excursion; Any child that is left unattended on the premises; Any child that is left alone on the playground; or Any child that is left alone in a vehicle. 	<p>Must be reported within 24 hours</p>
<ul style="list-style-type: none"> Any animal bite to a child while in care. 	<p>Must be reported within 48 hours of the occurrence</p>
<ul style="list-style-type: none"> Injury requiring surgery; Injury requiring admission to a hospital; Injury requiring emergency medical attention; Choking and unexpected breathing problems; Unconsciousness; Concussion; Poisoning; Medication overdose; Broken bone; Severe head or neck injury; Chemical contact in eyes, mouth, skin, inhalation or ingestion; All burns; Allergic reaction requiring administration of Epi-Pen; Severe bleeding or stitches; Shock or confused state; Near-drowning. 	<p>Must be reported 5 calendar days of the occurrence, or within 5 calendar days of finding out the injury was considered serious.</p>

To report serious injuries or incidents call the OCC Hotline at 1-800-556-6616, or contact your licensing specialist.

Be ready to share:

- (1) Date of the injury or incident;
- (2) Age of child;
- (3) Type of injury/incident;
- (4) What happened and a general description of the injury;
- (5) Type of health care professional who treated the injury;
- (6) Name of person(s) who witnessed the incident; and
- (7) Other relevant information.

The following is NOT considered a serious injury and does NOT need to be reported to OCC:

- (1) When a child is evaluated by a medical professional as a precaution;
- (2) Injuries for which first aid is administered at the child care home, but no further treatment by a medical professional is warranted; or
- (3) Medical events due to routine or ongoing medical issues, such as asthma or seizures.

For quick reference, make a note of your information:

Office of Child Care License # _____

Resources

Oregon Administrative Rules, Oregon Department of Education, Early Learning Division, Chapter 414, Divisions 205 [Registered Family Child Care Homes](#), 300 [Certified Child Care Centers](#), and 350 [Certified Family Child Care Homes](#).