

# Serious Incident Reporting Form

South Dakota Administrative Rule 67:42:17:06 requires child care providers to notify the Office of Licensing & Accreditation within 24 hours of any injury to a child that requires medical or dental care, or in the event of a child's death while in care. "Medical or dental care" includes professional diagnosis and treatment for conditions such as fractures, lacerations, x-rays, concussions, surgeries, hospitalizations, or dental treatment.

This form may be used to document a serious incident or death of a child. It can be printed and filled out or completed online, then saved and printed.

## Provider Information

Name of Child Care Provider: \_\_\_\_\_

Address: \_\_\_\_\_

County: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Category of care: \_\_\_\_\_ Date of Notification: \_\_\_\_\_  
*(FDC, Child Care Center, School Age Care, or Informal/in-Home Provider)*

## Child's Information

Child's Name: \_\_\_\_\_ Child's age: \_\_\_\_\_ Gender: \_\_\_\_\_

Date/time parent was notified: \_\_\_\_\_ Provider who notified parent: \_\_\_\_\_

## Serious Injury / Death Information

Report of a serious injury: \_\_\_\_\_  
*(Fracture, Laceration, X-ray, Concussion, Surgery, Hospitalization, Dental Care or Death)*

Was professional medical or dental treatment required? Yes  No

Date of injury or death (DD/MM/YY): \_\_\_\_\_ Time (h:mm am/pm): \_\_\_\_\_

Location of the child at the time of the injury: \_\_\_\_\_  
*(Indoors, Outdoors)*

Description of how and where the injury or death occurred:

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## Provider Action

Staff present during the incident:

First Aid Action taken: \_\_\_\_\_

Steps taken by provider to prevent recurrence, if applicable:

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Would you like to receive technical assistance and resources from the Early Childhood Enrichment Program to support your injury prevention planning efforts? Yes  No

## Child Abuse Neglect Investigation/Non-Compliance (For OLA Office Use Only)

Is this incident being investigated by CPS? Yes  No

Was this incident related to non-compliance with child care regulations? Yes  No

If yes, OLA follow-up action?

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Licensing Specialist's Initials: \_\_\_\_\_