

Mandatory Reporting of Incidents Policy

ST. JOSEPH ACADEMY
(SJA)

Department:	Human Resources
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- I. **Policy:** Mandatory reporting is an expectation and requirement of all SJA employees and everyone must follow the timeline below regarding protocol.
1. Child injury requiring medical attention
 2. Child injury by a teacher/SJA employee/volunteer/outside agency
 3. Medication administration error
 4. Lost/Stolen medication
 5. Lost child
 6. Inappropriate discipline of a child by teacher/SJA employee/volunteer/outside agency
 7. Threat of safety to children, staff or parents (Lock Down, Chemical spill, etc.)
 8. Any incident that involves law enforcement/fire department/paramedics
 9. Any Child Protective Services (CPS) call on an employee/volunteer/visitor/outside agency
 10. Reasonable suspicion to believe that a child seen by the person in the course of professional duties has been threatened with abuse or neglect and that abuse or neglect of the child will occur.

Please do the following when reporting the above:

1. Notify your direct supervisor, opening or closing supervisor immediately
 - a. In unable to reach a supervisor please contact the following individuals immediately:
 - i. President/CEO
 - ii. Human Resources Director
 - iii. Any available Leadership in building
2. Supervisor/Administrator will notify the parent (if applicable)
3. Supervisor/Administrator will contact CPS immediately (if applicable)
4. Document the incident on an incident report within 24 hours of the incident (include witness statements if applicable) and report to management
5. Management will contact National Accreditation Commission (NAC) for ECEC (if applicable) and the State of Wisconsin, Department of Public Instruction (DPI), and MPS for school (if applicable) within 24 hours of the incident
6. Management will notify President/CEO and SJA Corporate Compliance Officer immediately
7. Log the incident in the medical log book (ECEC)

Approved by:



President/CEO

Date

