



AIFACS

AMERICAN INDIAN FAMILY AND CHILDREN'S SERVICES

Incident Report Policy

Foster parents are required and expected to file incident reports to notify their licensing workers and the foster child's social worker of any accidents, injuries, hospitalizations, illnesses, threats or unusual behavior involving foster children.

There are two steps to filing an Incident Report:

1. Notify both your licensing worker and the child's social worker immediately by phone or email. Give a brief description of the incident.
2. Complete an incident report using the Incident Report Form found at www.aifacs.org. Fully describe the incident including the date, the time, the people involved, the action taken, etc. Send the filled-out form to your licensing worker within 24 hours of the incident. If you do not have access to fill out this form, you may send an email or text message to your licensor as long as all of the required information is there. Make sure the incident report you submit is detailed. If your licensor feels that you did not include enough information, you may be required to submit additional information or submit a new form.

The following incidents require you to notify your licensor and to complete an Incident Report. This list is not inclusive. If you are in doubt about whether to complete an incident report, contact your licensing worker immediately.

- Calls made to 911 and any contact with the police department, fire department and/or first responders regardless of reason or outcome; even if the foster child is not involved, you must notify your licensing worker
- Head lice, scabies, and any other contagious diseases
- Bites, bruises, burns, broken bones, fractures, and dislocations
- Puncture wounds, tetanus shots
- Marks that occurred while the child was not with the foster provider
- Significant behavioral issues including lying, stealing, hitting, etc.
- Self-inflicted injuries, suicide attempts, threats, or ideations
- Sexual play, sexual acting-out and/or stories by the child about sexual abuse (If a child discloses any sexual abuse to you or any story sexual in nature, be an active listener and do not ask leading questions or push them for more info just in case they need to be professionally interviewed later. Notify all workers if this happens.)
- Bruises, scratches, marks, or diaper rashes that were on a child at the time of a preplacement, placement or respite in your home
- Running away, missing, or unauthorized absence
- Injuries to the eye, head, mouth, and teeth

- Visits to the hospital emergency room, visits to urgent care or admissions to the hospital
- Evidence of internal injuries
- Hypothermia, frost bite, sun stroke and heat exhaustion
- Near drowning accidents
- Ingestion of foreign or poisonous substances
- Extreme or unusual behaviors

Failure to notify your licensor and the child's social worker, and failure to submit an incident report within 24 hours could result in a correction order. If the foster provider continues to not notify the licensor and write incident reports after a correction order is issued, further negative action may be taken such as a fine.

If an injury requires urgent care or hospitalization after hours, call our office at 651-223-8526 to report the incident as soon as possible, within 24 hours.

If the accident/injury is one that may result in a claim against you, notify the Minnesota Joint Underwriting Association (MJUA) 800-552-0013 or go to www.mjua.org.

By signing below, I am attesting that I have read and understood this policy. By signing below, I am attesting that I agree to follow this policy and to the consequences if I do not follow it. If I refuse to sign this policy, it may negatively impact my child foster care license.

Foster Parent Signature

Date

Foster Parent Signature

Date