

Office of Early Learning and School Readiness
Serious Risk/Incident Reporting Form

Revised 6/7/2018

**Serious risk violations or incidents must be reported to the Department
by the next business day following the occurrence.**

E-mail completed form to OELSR.licensing@education.ohio.gov

Section I - Program Information

Program Name _____ Program Address _____
Program License Number _____ City _____ County _____ Zip _____
First & Last Name of Person Completing Form: _____

Section II

Date of serious risk/Incident _____ Time of serious risk/Incident _____

Who was involved?

Entire program Entire group One or more individual children Specific staff

How many children were involved? _____

Age of child or children involved:

Infant Toddler Preschooler School Age Entire Program

Action Taken

(check all that apply)

- Contacted Local Health Department
- Contacted Public Children Services Agency (PCSA)
- Contacted Poison Control
- Contacted 911 Emergency Services (police/fire/ambulance)
- Emergency Services Transported Child or Child Transported to the Hospital
- Parent Followed up with Doctor/Dentist
- Program Recommended Medical/Dental Follow-up

Serious Risk Violation

- Child left outside of facility/building or during a swimming activity
- Child left unattended on a field trip or in a vehicle or transportation policies are not followed
- Falsified information was submitted putting children at risk
- Program failed to report suspected abuse, neglect or endangering
- Medication was dispensed to the wrong child or in the wrong dosage
- Staff involved in inappropriate discipline, physical abuse, neglect or endangerment substantiated by Public Service Finding
- Employee refused to be fingerprinted and remains employed or employee remains employed with known conviction
- Swimming activity took place without life guard or a lifeguard is used to count in ratio
- Swimming site is accessible to children without supervision or a swimming activity takes place in a lake, pond or river
- Firearms discovered on premise without prior approval
- The Ohio Department of Education or representatives were denied access to conduct a rule compliance review

Serious Incident

- Child receives a bump or blow to the head that requires first aid or medical attention.
- An incident, injury, or illness requires a child to be removed by the parent or emergency services from the center for medical treatment, professional consultation or transportation for emergency treatment.
- An unusual or unexpected incident which jeopardizes the safety of a child or employee of a center.
- Death of child at a program.

Additional Information

Signature of Person
Completing Form _____

Date _____