

SERIOUS RISK / INCIDENT REPORTING FORM

Office of Early Learning and School Readiness
Preschool Licensing and School Age Child Care

Revision 9.16.2021

1. Serious risk violations or incidents must be reported to the Department by the next business day following the occurrence
2. Save this form to your computer, rename and complete the entries
3. Email completed form to OELSR.licensing@education.ohio.gov

Name of Program		Program Number
Street Address		
City	Zip Code	County
Form Completed by: (Printed First Name/Last Name)		
Section 1 for Reporting Positive Cases of Covid-19		
Date of Positive Case (MM/DD/YYYY)	For this date: (Number of cases)	
Indicate the group involved ☐ Infant ☐ Toddler ☐ Preschool ☐ School-Age ☐ Staff		
Action Taken ☐ Local Health Dept Contacted ☐ Other, please describe:		

Section 2 for reporting a Serious Risk Violation or Incident/Injury

Date of incident/injury (MM/DD/YYYY)	Time of incident/injury
Who was involved in this incident? ☐ One or more individual children ☐ Entire Group ☐ Entire Program ☐ Specific Staff	
How many children were involved in the incident?	
Indicate the age(s) of the child(ren) involved in the incident ☐ Infant ☐ Toddler ☐ Preschool ☐ School-Age	
Serious Risk Violation	
☐ Child unattended ☐ On-site inside program ☐ On-site outside program ☐ Off-site program ☐ Child left in a vehicle or transportation policies are not ☐ Falsified information is submitted to the department ☐ Program fails to report suspected abuse, neglect, or endangerment ☐ Medication is dispensed to the wrong child, or the wrong dosage is administered ☐ Use of prohibited disciplinary techniques ☐ Substantiated public children's services agency finding of abuse or neglect for any staff member ☐ An employee refuses to be fingerprinted and remains employed, or a person remains employed when they are not eligible for employment ☐ Swimming activity takes place without a lifeguard, or a lifeguard is used to count in ratio, swimming site is accessible to children without staff supervision, or swimming activity takes place in a lake, pond, or river ☐ Weapons or ammunition are on the premises without prior approval in accordance with Chapter 2923 of the Revised Code and/or are accessible to children ☐ The department or its representatives are denied access to conduct a compliance review ☐ Child(ren) are not protected from harm which resulted in a serious incident or injury	

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

Action Taken

- ☐ Public Children Services Agency (PCSA) Contacted
- ☐ Poison Control Contacted
- ☐ Local Health Department Contacted
- ☐ Emergency Services (police/fire/ambulance) 911 Called
- ☐ Emergency Services Transported Child or Child Transported to the Hospital
- ☐ Parent followed up with Medical/Dental Care
- ☐ Program recommended Medical/Dental Care
- ☐ Other – Please describe:

Additional Information

Signature of person completing form:

Name:

Date: