

## **.38 EMERGENCY FORM FOR EACH CHILD**

The provider shall:

**A. Maintain an emergency form for each child on a form supplied or approved by the Office;**

INTENT: For each child, you must know whom to contact in an emergency involving the child.

INSPECTION REPORT ITEM: "Emergency form maintained"

COMPLIANCE CRITERIA: You have a completed emergency information form on file for each enrolled child. The form is a DHR/CCA [1214](#) "Emergency Form," or an equivalent document that has been approved by the Regional Office for use.

ASSESSMENT METHOD: Observation that a completed card is present for each child.

**B. Keep the emergency forms for the children who currently are in the provider's care in a readily accessible location, including taking the forms when taking the children away from the home; and**

INTENT: You must be able to use the information on the emergency forms in the event of an emergency. All emergency forms must always be readily available for immediate use in case of a child-related emergency.

INSPECTION REPORT ITEM: "Kept readily accessible"

COMPLIANCE CRITERIA:

- At all times while the children are at your home, all emergency forms are in a location that is within or immediately accessible to the approved child care area.
- The emergency forms must be located so that they are accessible to your substitute and additional adult, if applicable, as well as to you.
- For each child participating in an off-site activity, the child's emergency form is brought along on the activity.

ASSESSMENT METHOD:

- On-site - Observation of where the forms are located in relation to the child care area.
- Off-site - Observation that the forms are brought along, or discussion with you to determine if and how the forms are brought along.

**C. Arrange to have the form for each child updated as needed, but at least annually, and signed and dated by the parent.**

INTENT: All information on the emergency form must be current so that you can contact the child's parent, authorized adult, or physician.

INSPECTION REPORT ITEM: "Updated at least annually"

COMPLIANCE CRITERIA: The date of the parent's signature or initials on the emergency form is no more than 12 months prior to the inspection.

ASSESSMENT METHOD: Observation of each emergency form to determine date of last parent update.