



**Turtle River Montessori**

## **Injury/Incident Report Procedure**

1. Teacher that witnesses the Injury/incident must discuss with the lead teacher.
2. Lead teacher must approve the report.
3. Never mention another child's name on the report i.e. Johnny hit Mary on the head.
4. Reports go home to children involved.
5. Lead teacher must approve the report.
6. Please make a copy of the report and give it to Ms. Lainey. She will peruse and then have it filled in the child's folder.
7. Send the original home with parent for their signature.
8. When original is returned, give it to front desk and they will replace copy in the child's folder with the original.

**PLEASE BE DILLIGENT ON THE PLAYGROUND WHEN WATCHING THE CHILDREN. EACH TEACHER MUST BE AT DIFFERENT STATIONS ON THE PLAYGROUND. DO NOT GROUP TOGETHER. MOST SCHOOL INJURIES HAPPEN ON THE PLAYGROUND. REMEMBER THAT EACH CHILD IS IN YOUR CHARGE UNTIL THEY ARE SAFELY IN THEIR CAR SEATS.**

## **PLAYGROUND - TEACHER STATIONS**

**Stations on the Pre-primary playground to be supervised:**

1. Large playground apparatus
2. Monkey bars
3. In front of the swings
4. Small playground apparatus
5. On the outer side of the circle cycle.
6. At the ends of the playground (when there are enough teachers).

**ALL OF THE TEACHER MUST BE OUT WHEN THEIR CLASS IS ON THE PLAYGROUND.**