

11/04/2019

To: Type I, Type II and Type III Early Learning Centers

From: Division of Licensing, Louisiana Department of Education (LDOE)

Re: LDOE clarifies issues related to BESE Bulletin 137, Section 1103 Critical Incidents and Required Notifications

The LDOE continues to receive questions from providers as to what must be reported as a critical incident per BESE Bulletin 137 Critical Incidents and Required Notifications. This section states:

An early learning center shall make immediate notification to emergency personnel, law enforcement as applicable, and other appropriate agencies for the following types of critical incidents involving children in care:

1. death;
2. serious injury or illness that required medical attention;
3. reportable infectious diseases and conditions listed in LAC 51.II.105; and
4. any other significant event relating to the health, safety, or well-being of any child, including but not limited to a lost child, an emergency situation, fire or other structural damage, or closure of the center.

Note: Once immediate notification has been made to the appropriate parties, the early learning center must ensure the Department has been notified within 24 hours or the next business day of the incident on the Department's Critical Incident Report Form. The Critical Incident Report Form shall be accurate and contain information requested on the form.

CLARIFICATION

As clarification, it is not necessary to report to the LDOE, as a critical incident, illness such as temperatures reading over 101° oral, 102° rectal, or 100° axillary or when a parent takes their child for medical attention for medical illnesses such as ear infections.

Providers have asked for guidance on what items may be considered serious or significant enough to report as a critical incident. While it is not possible to list all instances, in addition to the items listed in Bulletin 137, Section 1103, the following incidents are significant enough to warrant a critical incident report to the LDOE:

1. Use of corporal punishment
2. Suspicion or allegation of abuse and/or neglect by staff members
3. Any child given the wrong medication or an overdose of the correct medication
4. Any child left unsupervised on the play yard
5. Leaving any child in a vehicle unsupervised or unsupervised on a field trip

If one is ever in doubt, please report the incident to the LDOE.