## **A close up of a logo  Description automatically generated**

## **REPORTING EVENTS/INCIDENTS**

## **(If bolded: Contact Anchor Family Services Immediately)**

* **Alleged abuse or neglect**
* **Cruel, harsh, or unusual discipline by caregiver or any adult**
* **Personal restraint, including any resulting injury**
* Aggressive behavior or fighting between the foster/adoptive child and any other child:
	+ **If an injury occurs**
	+ If an injury does not occur, contact your Case Manager (CM) the next business day
* Major behavioral issues (behaviors that are unusual for that particular child):
	+ **If unable to resolve/need assistance/support**
	+ If able to resolve/no issues or concerns, contact your CM the next business day
* Choking:
	+ **With the intent to harm/injuries occurred**
	+ Without the intent to harm/no injuries occurred, contact your CM the next business day
* Self-abusive behavior:
	+ **Cutting**
	+ Head banging, picking at skin, pulling out hair, contact your CM the next business day
* **Suicidal/Homicidal ideation or attempt**
* **Runaway / child leaves home without permission / child is missing**
* **Any police involvement with foster/adoptive family and/or children**
* **Critical injury (including but not limited to: dislocation or fractured bones, major concussion, laceration requiring sutures, second- or third-degree burns, other serious bodily injury, disability, or death)**
* Injury (bruising or bleeding to the head, face, or torso), contact your CM the next business day
* **Drug or alcohol usage or possession (including alleged drug use)**
* Tobacco Use, contact your CM the next business day
* **Hospitalization (Medical or Psychiatric)**
* **Medication incidents/errors:**
	+ **Contact a healthcare professional (obtain name and number) and then AFS immediately if:**
		- **Child receives wrong medication**
		- **Child receives medication prescribed to someone else**
		- **Child receives the wrong dosage of medication**
		- **Child receives expired medication**
		- **Child receives medication at the wrong time**
		- **A medication dosage is skipped or missed**
	+ Contact your CM the next business day, if:
		- The medication administration instructions were not followed correctly
		- Child receives medication that was not stored correctly
* **Contraction of a communicable disease**
* Inappropriate personal boundaries:
	+ **With sexual intentions**
	+ Without sexual intentions, contact your CM the next business day
* **Sexual activity of the foster/adopt child with any other adult or child (intercourse, sexualized talk, exposing or touching breasts, genitals, or anus)**
* Property damage or theft:
	+ **If police involvement**
	+ If no police involvement, contact your CM the next business day
* School related incidents (school suspension or discipline referral), contact your CM the next business day

During regular business hours report any incidents to your AFS Case Manager.

After hours incidents need reported to 940-453-7137.