

POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.

**Policy Title:**

Recordable incidents

Chapter:

10

Effective Date:

10/25/1999

Revision Date:**Policy Number:**

10-110-007

Executive Director

SCOPE:

- Chapter 3800 – Child Residential and Day Treatment Facilities

INTRODUCTION:

1. Keystone shall maintain a record of the following:
 - All seizures
 - Suicidal gestures
 - Any incidence of intentionally striking or physically injuring a child.
 - Property damage of more than \$500.
 - A child absence from the premises without approval of staff persons, that does not meet the definition of reportable incident in 3800.16 (a) (relating to reportable incidents)
 - Injuries, traumas and illnesses of children that do not meet the definition of reportable incident in 3800.16 (a), which occur at the Keystone facility.

DISCUSSION: