

EMERGENCY PROCEDURES

After Hours Emergency No: 517-787-7920

FOSTER/ADOPTIVE PARENT RESPONSIBILITIES AND REPORTING REQUIREMENTS

Reporting Suspected Child Abuse And Neglect (Report Abuse Now! 855-444-3911)

Foster/adoptive parents who suspect abuse or neglect of any child must make a report immediately to Child Protective Services as mandated by State Law. If the suspected abuse or neglect occurred in the foster/adoptive home, or to the foster/adoptive child placed in the home, the foster/adoptive parents shall report the incident to the licensing worker immediately. If your worker isn't available, you must speak to their supervisor or the Chief Executive Officer. The worker is required to report any suspected abuse or neglect to the Department of Human Services. The Child Protection Law provides for protection of your identity if you wish.

FSCA shall ensure that all foster/adoptive parents take the following steps in the event of an emergency involving a foster/adoptive child.

Runaway or AWOL (absent without leave)

If a foster/adoptive child runs away from your home, or is absent from your home and their whereabouts are unknown, within one hour, the foster/adoptive parent shall **FIRST**: call the police and file a missing persons report, **SECOND**, contact caseworker or supervisor.

Accident or Injury

In the event of an accident or injury requiring medical attention, the foster parent shall **FIRST** secure medical assistance by calling 911. If the child can be moved, the child needs to be transported to either the emergency room or to their physician's office. If a foster child needs to be hospitalized, the foster parent shall **FIRST** admit the child to the hospital; **SECOND**, the caseworker or the supervisor must be notified within 24 hours. (At the time of placement, the foster parent is given written authorization to secure and consent to emergency medical and dental care for the child.)

Death of a Child

If a child dies while in your care, the foster/adoptive parent shall **FIRST** call EMS, **SECOND**, immediately contact the caseworker, or supervisor. The caseworker or supervisor will immediately contact the Chief Executive Officer who will ensure appropriate notifications.



Fire, Tornado, Natural Disaster

Immediately secure your family and the needs of the child, contact the caseworker or supervisor within 24 hours.

Evacuation

Family Service & Children's Aid shall approve the written plan for a foster/adoptive home that provides care for a person who requires assistance to evaluate the home during an emergency.

A foster/adoptive home shall have two exits from each floor level. A foster/adoptive parent shall ensure that the exits are remote from each other and that one of the exits provides a direct, safe means of unobstructed travel to the outside at street or ground level.

The foster/adoptive parents shall make all emergency and evaluation procedures known to all members of the household caring for the foster/adoptive child and to the foster/adoptive child, if age-appropriate. Five drills should be practiced at least every 3 months, and shall be practiced immediately after placement of each foster/adoptive child.

Comment

Your first responsibility in an emergency is to take whatever steps are necessary to care for and protect the foster/adoptive child. At the time of placement you will be given the authorization card and also the child's Medicaid number or card that you should keep on you at all times.

After attending to the child's health and safety, it is important that you contact your caseworker or their supervisor as soon as possible. Each of the emergencies listed above requires specific actions and time frames that the agency must take. We want you, the child and the agency to be protected from any possible consequences, which would result if you do not contact the agency within the specified time stated. The agency needs to report certain events to the licensing authority as required by the licensing rules. We also need to protect you in case someone alleges that you have some liability if something should happen to the child and you did not contact the agency as required.

Applicant Signature

Date

Applicant Signature

Date

Licensing Specialist

Date



Strong Families Build Strong Communities

