

REPORTING CHILD ABUSE

Any employee who suspects child abuse or neglect should report this to the Franklin County Department of Children's Services or the local law enforcement authority and then to the building principal and school nurse.

The school nurse should interview the child. A physical assessment should be made to describe the injuries. If the suspected area of injury involves a private area, such as the buttocks or genital area, another professional should be present for the examination. The physical assessment is done only to validate possible injury, and does not have to be a comprehensive examination.

The nurse should document the results of his/her interview and physical assessment on the clinic card. Actual factual observation of physical findings should be documented on the student health folder. Action taken and follow-up steps should be documented on the clinic card only. If any of the professional team determines that a report should be made to FCCS, they should do so by telephone immediately. A suspicion of abuse mandates a report.

The individual making the report should complete a Child Abuse Report form. This form should be kept in the principal's office.

(Approval date: August 14, 2001)