



Centres partnered with the
FPFA support service

Subject : Accident and incident management
policy

Adopted :
Revised : 19 May 2022

1. DESCRIPTION

It happens that a child gets hurt over the course of a day in the centre.

Whether a small or more important injury, an accident report must be completed by the team to inform the family of the situation.

A regular accident or incident means that the parents are not obligated to come pick up their child and that the authorities do not need to be contacted, but educators must nevertheless act.

It may also be that injuries are more serious and educators must administer first aid until the arrival of authorities. This type of incident is considered critical and a specific procedure is to be followed.

2. REGULAR ACCIDENTS AND INCIDENTS

Any incident leaving a mark or being related to the head must be kept in writing by filling out the incident/accident form. This report will be submitted and signed by the family and the centre coordinator, to then be kept in the child's file. This is a protection measure for the centre and the staff and a way to make sure the family is informed of important situations. Immediately following an incident, this report must be filled out by the staff who witnessed it, shown and signed by the on-site coordinator. In this report, staff must identify the injury, the reason for the injury as well as the first aid measures that have been taken.

The person witnessing the incident is responsible for ensuring that the incident receives a follow-up and that appropriate medical attention is provided to the child. Furthermore, the situation and its resolution must be signaled to the coordinator.

If the regular incident involves calling emergency services (firefighters, ambulance...) Children's Services must be notified by using the critical incident form and parents must be warned immediately.

3. CRITICAL ACCIDENTS AND INCIDENTS

When the child is registered to the centre, the parents must sign a consent form that authorises the educators to administer first aid if necessary when a child is hurt.

In case of grave injury, staff will administer first aid to the child until the arrival of emergency services.

3.1 Steps to follow in these situations

- 1) The compliance agent will immediately be advised by the coordinator and a critical incident report will be filled out, including all necessary information, within the 24 hours following the incident;
- 2) Once notified, the compliance agent will immediately contact the Children's Services inspector to inform them of the situation;
- 3) After receiving the coordinator's written report, this will be translated by the compliance agent and sent to Children's Services within 48 hours, with the centre coordinator CC'd;
- 4) The compliance agent and the coordinator will collaborate on the investigation done by Children's Services until the file is closed.

The inspector from Children's Services will examine the report and, in response, may effect an inspection on the premises, if necessary. Afterwards, they will inform the FPFA of the measures that will be taken, in response to the critical incident report.

3.2 Types of critical incidents

- An emergency evacuation caused by an event that could have an impact on the health and safety of the child (for example, there has been a fire or flood). (*This does not include evacuations resulting from a planned fire drill, an accidental alarm or a false alarm that has had no impact on the health and safety of the children*);
- The unexpected closure of the centre (*such as during a water or heating shortage*);
- An intruder enters the centre and affects the well-being or safety of the children;
- An accident or a serious illness involving a child who requires that the centre call upon emergency health care and/or requires the child to spend a night in the hospital;
- An error in the administration of medications by a member of the centre's staff, causing serious injuries to a child;
- The unexpected absence of a child in the centre (which is to say a lost child);
- A child is withdrawn from the centre by a parent or guardian who does not have guardianship;
- An allegation of physical, sexual, emotional violence or negligence towards a child by a member of staff or a volunteer;
- The committing of an infraction by a child that would be considered a criminal infraction according to the laws of Canada or Alberta;
- A child left on the premises outside the centre's opening hours.