

Serious Occurrence Policy

Lilliput Land Cooperative Nursery School
Reviewed April 24, 2017

Purpose of the Policy

Lilliput Land Cooperative Nursery School (“Lilliput Land”) ensures that all staff are aware of the definition of a Serious Occurrence, and the procedures to follow when such an occurrence happens, in keeping with its commitment to the safety and security of its children always.

Serious Occurrence Definitions:

A serious occurrence is defined under the CCEYA as:

- a) the **death of a child** who receives child care at a licensed home premises or child care centre;
- b) **abuse, neglect or an allegation of abuse or neglect** of a child while receiving child care at a home premises or child care centre;
- c) a **life-threatening injury to or a life-threatening illness** of a child who receives child care at a home premises or child care centre;
- d) an incident where a child who is receiving child care at a home premise or child care centre goes **missing or is temporarily unsupervised**, or
- e) an **unplanned disruption of the normal operations** of a home child care premises or child care centre that poses a risk to the health, safety or well-being of children receiving care at a home child care premises or child care centre.

Inform

- The supervisor shall be notified immediately of all injuries regarding children and staff members. If the supervisor is away and cannot be reached, the President of the Board of Directors must be informed.

Act

- Should the supervisor feel that immediate hospital aid is needed, he/she will call for emergency transportation by dialing 911 and indicating the nature of the emergency. Emergency services will determine the appropriate services to send (police, ambulance and/or fire services). The supervisor will then make all efforts to contact the child’s guardians or emergency contact using the contact information in the child’s file.
- A list of emergency numbers is kept by the phone and is available to all staff.
- A staff member will remain with the child, providing all possible first aid.
- If a child goes to the hospital by ambulance, a staff member must accompany the child if a guardian has not arrived, taking the child’s folder with them.
- In the case of a minor injury (i.e. not a Serious Occurrence), see the Health and Safety Policy – Children.

Report

- Following the resolution of the incident, the staff member involved will complete the Incident / Accident / Injury Report form.
- Parents shall be informed of the child’s injury and sign the report, which will be kept in the child’s file.
- Should there be a Serious Occurrence, the supervisor or President of the Board of Directors must complete the **Serious Occurrence Initial Notification Report (INR) online through the Child Care Learning System within 24 hours** of becoming aware of the incident. Identify children only by their initials. Refer to others involved in non-identifying terms (eg. first and last initials only, staff A/staff B, etc). The name of

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the organization should be consistent with the license issued or the legal name of the service provider. Submit the INR to the Ministry through CCLS (online reporting).

- Generate and complete the Serious Occurrence Notification form in CCLS. Print and post the Serious Occurrence Notification form in a conspicuous place highly visible to parents for at least 10 days from the date of the final update.
- If the individual cannot access the CCLS, they must notify their program advisor via telephone or email and complete the Serious Occurrence report as soon as the system becomes available.
- Within seven business days of submitting the Initial Notification Report on CCLS, complete and
- submit the Serious Occurrence Inquiry Report (IR) through CCLS (online). Submit the IR within 7 business days even if information and/or actions have yet to be completed, including an explanation that a further follow-up report will be provided.
- The Ministry may request additional information from the service provider. The Ministry may also initiate its own review, depending on the circumstances. Service providers may submit a completed IR, in lieu of an INR, if they do so within 24 hours of the occurrence, and all necessary action has been taken and documented.
- Within 24 hours of reporting the Serious Occurrence, the County of Wellington must be advised. Once receipt of the Serious Occurrence submission is acknowledged to Lilliput Land by email, the email must be forwarded to programmeadvisor@wellington.ca
- Retain Serious Occurrence Notification form on file for at least three years.

Serious Occurrence Annual Summary and Analysis Report

The supervisor will complete the Serious Occurrence Annual Summary and Analysis Report yearly and will record any actions taken in response to the analysis.

All Serious occurrences are reported online using the Child Care Licensing System (CCLS).

There are five categories applicable to child care that should be reflected in operator policies.

1. Any child who receives care at a licensed home premises or childcare centre. CCLS Category: Death of a child
2. Any child while receiving child care at a home premises or child care centre CCLS Category: Abuse, neglect or an allegation of abuse or neglect
3. A child who receives child care at a home premises or child care centre CCLS Category: A life threatening injury to or a life-threatening illness a. Injury b. Illness
4. An incident where a child who is receiving care at a home premises or child care centre is missing or temporarily unsupervised. CCLS Category: Missing or temporarily unsupervised a. Child was found b. Child is still missing

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<p>5. A home child care or child care centre that poses a risk to the health, safety or well-being of children receiving care at a home child care premises or child care centre.</p> <p>CCLS Category: Unplanned disruption of the normal operations</p> <ol style="list-style-type: none"> a. Fire b. Flood c. Gas Leak d. Detection of Carbon Monoxide e. Outbreak f. Lockdown g. Other Emergency Relocation or Temporary Closure
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The following chart provides guidelines for staff completing the Serious Occurrence Notification Form.

CATEGORY	INSTRUCTIONS
Program Name:	Lilliput Land Nursery School
Date:	Provide the date that the Serious Occurrence Notification Form is posted.
Date of Occurrence:	Provide the date that the serious occurrence happened.
Type of Occurrence:	<p>Provide the type of serious occurrence according to the definitions set out in the CCEYA, 2014 Serious Occurrence Reporting Procedures. One of the following terms are to be used:</p> <ul style="list-style-type: none"> • Death of a Child • Abuse, neglect or an allegation of abuse or neglect • Life threatening injury to or a life-threatening illness • Child who is Missing or is temporarily unsupervised • Unplanned disruption of the normal operations
Description:	<p>Provide a one-sentence description of the occurrence. Sample wording listed below (not intended as a comprehensive list - for illustration purposes only)</p> <p><u>Life threatening injury:</u> <i>A child fell and hit their head on the concrete knocking them unconscious.</i></p> <p><u>Alleged abuse/mistreatment:</u> <i>A staff member was alleged to have abused a child while in attendance at Lilliput Land Nursery School.</i></p> <p><u>Missing Child:</u> <i>A child was left on the playground unsupervised at the end of outdoor play.</i></p>

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	<p><i>A child left the centre and was found later at home. A child walked to a friend's home after school. The parent and the Centre did not know the child's whereabouts for one hour.</i></p> <p><u>Unplanned disruption of the normal operations:</u> <i>Smoke was observed coming from the furnace room.</i></p>
Action taken/Outcome: (add update if applicable)	<p>Provide a description of the action taken by Lilliput Land Nursery School. This section will include longer term plans and any additional measures implemented to minimize a recurrence of the serious occurrence, e.g. behavior management training.</p> <p>Examples:</p> <ul style="list-style-type: none">• <i>Child received medical attention for the child's injury</i>• <i>The child was transported to hospital by ambulance, treated and released that day</i>• <i>Behaviour management monitoring will be conducted each month</i>
Signature:	