

## Children's Circle Montessori School

### Serious Occurrences Policy

The purpose of the Serious Occurrences Policy is to ensure the proper response and reporting of accidents, serious occurrences. All accidents to children, no matter how minor they appear, must be reported immediately to the first person available on the following list:

1. Designated Supervisor
2. School Director/Co-Owner, Daniela Purves
3. Education Director/Co-Owner, Hannah Ansara-Tucci
4. Finance Director/Co-Owner, Mariateresa Brancatella

Essential first aid supplies will be available in each classroom, the office and in the kitchen at all times and must also be carried by the staff person in charge whenever the children are outside in the playground or on a field trip off school grounds.

#### Identifying an Incident

**Minor Accident:** An accident which requires attention and yet does not require medical attention.

#### **Serious Occurrence:**

1. Death of a child receiving care while at the school.
2. Abuse, neglect or an allegation of abuse or neglect of a child receiving care while at the school.
3. A life-threatening injury to or a life-threatening illness of a child who receives care at the school.
4. An incident where a child who is receiving care goes missing or is temporarily unsupervised.
5. An unplanned disruption of the normal operations of the school that poses a risk to the health, safety or well-being of children receiving child care while at the school, also considered to be a grave incident.

#### Responding to an Incident:

1. Provide the child with immediate attention, as needed. As well, address any continuing risks to the health or safety of the child, other children and/or others present.

Continue with the following steps in case of a Serious Occurrence:

2. The parents/guardians must be contacted immediately, (if they cannot be reached their emergency contacts are to be notified), and requested to come and take the child for medical attention. **If time is of importance**, send the child directly to the hospital with a staff member until the parents/guardians meets the child there. If the staff member accompanies the child, the staff member must take parents/guardians' contact information, allergy information or any other medical condition information to the hospital. **The closest hospital to Children's Circle Montessori School is William Osler Health System: Brampton Civic Hospital, 2100 Bovaird Drive East, Brampton, Ontario, L6R 3J7, Phone: (905) 494-2120.**
3. **In case of emergency, call 9-1-1** to request an Emergency Service Ambulance. If an Emergency Service Ambulance is not immediately available, contact the nearest **Police Station: 22 Division at (905) 453-3311** or

**Fire Department via 9-1-1**, if their service is considered advisable. If an ambulance or police are used, advise that the call is from a child care provider. For less serious accidents, contact the closest taxi service for transportation: **A1 Taxi Inc. at (905) 453-6666**.

4. Ensure that the local Coroner is notified immediately in all cases involving death, regardless of location or circumstances.
5. **If there is reason to suspect that a child has been abused and/or in need of protection contact Peel Children's Aid at (905) 363-6131 and/or contact the nearest police station, 22 Division at (905) 453-3311**, as per the duty to report requirements under the CFSA (the person who has reasonable grounds to suspect that a child is or may be in need of protection is legally obligated to report it to the Children's Aid Society).
6. Report the incident to the first available person in the order they are listed and explain who was affected, what, when and where it happened:
  - a. Designated Supervisor
  - b. School Director/Co-Owner, Daniela Purves
  - c. Education Director/Co-Owner, Hannah Ansara-Tucci,
  - d. Finance Director/Co-Owner, Mariateresa Brancatella

### **Reporting an Incident**

#### **Minor Accident Reporting Procedure:**

1. In the event of a minor accident, an Accident Report will be completed. The Accident Report must be completed by the staff/volunteer that witnessed the incident or discovered that the incident occurred. The report must be completed on the same day the incident occurs.
2. The incident must be reported to the staff/volunteer's supervisor.
3. The Accident Report must be reviewed by the designated Supervisor.
4. A copy of the Accident Report will be given to the child's parents/guardians on the same day it was prepared. If the report is not completed by the time the child is picked-up, the parents/guardians will be notified of the incident verbally. The Accident Report will be provided on the next school day. The original Accident Report will be kept in the child's file.
5. The designated Supervisor will make record of the accident in the Accident Report Log.
6. If the accident takes place outside, a Playground Accident Report will be completed. The Playground Accident Report must be completed by the staff/volunteer that witnessed the incident or discovered that the incident occurred. The report must be completed on the same day the incident occurs.
7. The incident must be reported to the staff/volunteer's supervisor.
8. The Playground Accident Report must be reviewed by the designated Supervisor.

9. A copy of the Playground Accident Report will be given to the child's parents/guardians on the same day it was prepared. If the report is not completed by the time the child is picked-up, the parents/guardians will be notified of the incident verbally. The Playground Accident Report will be provided on the next school day. The original Playground Accident Report will be kept in the child's file.
10. The designated Supervisor will make record of the playground accident in the Playground Accident Report Log.

### **Serious Occurrence Reporting Procedures:**

1. Within 24 hours (if possible), complete and submit the **Serious Occurrence on the Child Care Licensing System**.
2. The Serious Occurrence Notification Form will be prepared and posted in a conspicuous place in the School. The form will be posted near the Child Care and Early Years License. The Serious Occurrence Notification is posted for a minimum of 10 business days.
3. The Serious Occurrence is updated as the designated Supervisor is required to provide additional information and/or takes additional actions and/or investigations are completed.
4. The designated Supervisor will make record of the serious occurrence in the Serious Occurrences Report Log.
5. The school will retain the Serious Occurrence Notification Form for at least two years from the date of the occurrence and make the forms available for current and prospective parent/guardians, licensing and municipal children's services staff upon request (consistent with the current requirements for the availability of licensing documentation).

### **Annual Summary and Analysis Report**

Children's Circle Montessori School is required to complete Annual Summary and Analysis Report and leave on file for the Ministry of Education.

The Annual Summary and Analysis Report summarizes Children's Circle Montessori School serious occurrence reporting over the year and their identified issues, trends, patterns and action taken.

The Annual Summary and Analysis Report is reviewed by The Regional Office of the Ministry of Education noting patterns that suggest a need for training or support and steps to address those needs.

Regional Office of the Ministry of Education may also identify possible issues or actions that could require follow-up by Children's Circle Montessori School. If follow-up action is requested, Children's Circle Montessori School is required to submit an outcome report to the Regional Office of the Ministry of Education once the necessary action has been taken.

The Annual Summary and Analysis Report is also a means of identifying more general information that could affect ongoing ministry policy work.

**Children's Circle Montessori School**

**Accident/Incident Report**

**An Accident Report must be completed when an accident or incident occurs. It is defined as an accident/incident which requires attention and many require some medical attention.** The Accident/Incident Report must be completed by the staff/volunteer that witnessed the occurrence or discovered it. The incident must be reported to the Designated Supervisor.

Child involved:	
Date & time of accident/incident:	
Location of accident/incident:	Classroom:
Parent/Guardian contacted:	(Please circle) Yes or No If yes, when:
Parent/Guardian's comments and/or instructions when contacted:	
# of Children Under Supervision:	
Returned to activity:	(Please circle) Yes or No
First Aid required:	(Please circle) Yes or No
First Aid administered:	<input type="checkbox"/> Ice/Cold Compress applied How long was it applied: _____minutes <input type="checkbox"/> Wash area <input type="checkbox"/> Applied bandage <input type="checkbox"/> Other: _____
Description of accident/incident:	
Modifications made to prevent similar incidences (if appropriate):	

Report completed by: \_\_\_\_\_

Signature & Date: \_\_\_\_\_

Report reviewed by: \_\_\_\_\_

Signature & Date: \_\_\_\_\_

Parents/Guardian's Signature: \_\_\_\_\_

**Children's Circle Montessori School**  
**Playground Accident/Incident Report**

A Playground Accident/Incident Report must be completed when an accident/incident occurs on the playground. It is defined as an accident/incident which requires attention and may require some medical attention. The Playground Accident/Incident Report must be completed by the staff/volunteer that witnessed the occurrence or discovered it. The accident/incident must be reported to the Designator Supervisor.

Child involved:	
Date & time of accident/incident:	
Parent/Guardian contacted:	(Please circle) Yes or No If yes, when:
Parent/Guardian's comments and/or instructions when contacted:	
# of Children Under Supervision:	
Returned to activity:	(Please circle) Yes or No
First Aid required:	(Please circle) Yes or No
First Aid administered:	<input type="checkbox"/> Ice/Cold Compress applied How long was it applied: _____minutes <input type="checkbox"/> Wash area <input type="checkbox"/> Applied bandage <input type="checkbox"/> Other: _____
Description of accident/incident:	
Modifications made to prevent similar incidences (if appropriate):	

Report completed by: \_\_\_\_\_  
 Signature & Date: \_\_\_\_\_

Report reviewed by: \_\_\_\_\_  
 Signature & Date: \_\_\_\_\_

Parents/Guardian's Signature: \_\_\_\_\_





