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## Serious Occurrence Policy

### Purpose

Service providers delivering child care that are funded and licensed by the County of Wellington and the Ministry of Education are responsible for the provision of services which promote the health, safety and welfare of the children enrolled. In spite of all the best precautions, serious occurrences can sometimes take place. Serious occurrence reporting provides all parties involved with an effective means of monitoring appropriateness and quality of their service delivery.

In the event of a Serious Occurrence:

### Procedure to be Followed by the Supervisor or the President of the Board of Directors

1. With any serious injury, attend to the child first. Ensure that the child's needs are being met with the appropriate action (first aid, CPR). Inform the parents. Transport the child to the hospital if deemed necessary. Call 911 for an ambulance if you are administering CPR or cannot move the child due to the injury sustained. Contact the parents.
2. Complete the Child Care Serious Occurrence Report in the Child Care Licensing System (CCLS) in the Early Years Portal ([www.earlyyears.edu.gov.on.ca](http://www.earlyyears.edu.gov.on.ca)) within 24 hours of the incident.
3. Contact the President of the Board of Directors for further direction if necessary
4. A Serious Occurrence Notification Form will be automatically generated within the CCLS system. Print and post/save this form online. A confirmation email will be sent to RCCP which will include an SO ID number and the Ministry of Education Program Advisor will review the report.
5. Provide a copy of the Serious Occurrence Notification Form to the parents of the affected child(ren).
6. Post a Serious Occurrence Notification form at the preschool in a conspicuous place near the Child Care license or Summary chart for a minimum of 10 days from the date of the occurrence or any updates to the form.
7. The SO Notification form will be accessible online and should be made available to parents for a period of at least 3 years from the occurrence.
8. Update the SO form as needed in the CCLS.

9. Review occurrences and consider what actions to take to prevent such an occurrence in the future.

### **Serious Occurrence Annual Analysis and Serious Occurrence Notification Forms**

We are required to conduct an annual analysis of all serious occurrences that occurred in the previous year. The annual analysis is to be used as a method of identifying issues, trends and actions taken. The analysis and record of actions taken in response to the analysis must be kept on file at the child care centre. These and the serious occurrence notification forms will be kept on file for 3 years at the preschool.

### **Definitions of a Serious Occurrence**

The serious occurrence categories in CCLS are:

1. Death of a Child
2. Allegation of Abuse and/or Neglect
3. Life-threatening Injury or Illness
  - a. Injury
  - b. Illness
4. Missing or Unsupervised Child(ren)
  - a. Child was found
  - b. Child is still missing
5. Unplanned Disruption of Normal Operations
  - a. Fire
  - b. Flood
  - c. Gas Leak
  - d. Detection of Carbon Monoxide
  - e. Outbreak
  - f. Lockdown
  - g. Other Emergency Relocation or Temporary Closure