

Incident Reporting Policy:

Ranchlands Children Come First programs will report to our local child care licensing office every time a serious illness, injury to a child or any other incident occurs that may seriously affect the health or safety of a child.

The following are considered a reportable incident:

- An emergency evacuation
- Unexpected program closure
- An intruder on the program premises
- A serious illness or injury to a child that requires the program to request emergency health care and or requires the child to remain in the hospital overnight. As well if you call 911.
- An error in the administration of medication by a program staff or volunteer resulting in the child becoming seriously injured or ill and requiring first aid, or the program requesting emergency health care and/ or requires the child to remain in the hospital overnight.
- The death of a child
- An unexpected absence of a child from the program (ie: lost child)
- A child removed from the program by a non- custodial parent or guardian
- An allegation of physical, sexual, emotional abuse and / or neglect of a child by a program staff member or volunteer
- The commission by a child of an offence under an Act of Canada or Alberta, and/ or
- A child left on the premises outside of the program's operating hours.

Ranchlands Children Come First programs must report critical incidents immediately to Juli or Laura-Lee Operators/Directors and our local child care licensing office. Initial contact can be by phone, fax or email. The following information must be included in the initial report:

- The program's name and contact information
- The child's name
- The date and time of incident
- The action taken by the licence holder as a result.

Ranchlands Children Come First programs must report within two working days the incident occurrence, and completely fill out and submit the Incident Reporting Form to our local child care office. Forms will be available at each location. All Incident Reporting Forms must be reviewed by Laura-Lee and Juli Operators/Directors. All incidents will be reported annually using the prescribed forms and submitted annually to the regional child care office by Juli and Laura-Lee Operators/Directors.

Staff please be advised that if you have a situation that occurs that is a threat to the children or staff health or safety the following procedures must take place:

- Take the children inside or to a safe location
- Call the police or emergency health care.
- Call Juli or Laura-Lee Operators/Directors
- Fill out the Incident report form check the list of reportable incidents to the Government of Alberta child care licensing office.
- Fill out the proper incident form for the situation. There are 2 types of forms for incident reporting if the incident that occurs is under the reportable incident list you will use the Government of Alberta form, if not you will use the Ranchlands Children Come First form.
- Inform the parents and get any signature and or information you may need for the forms