



Reportable Incident Policy

Certain incidents are considered “reportable” by BC Child Care Licensing. These incidents include:

- Aggressive or unusual behaviour
- Choking (that requires first aid practices to be administered)
- Disease/illness outbreak or occurrence (including any reportable disease, or any illness/symptoms affecting three or more students within a three day period)
- Emergency restraint
- Allegations or observations of abuse within the facility (including child-to-child, adult-to-child or child-to- adult)
- Significant injury or illness that requires emergency care by a physician, or transfer to a hospital
- Medication error – an error in giving medication resulting in emergency intervention or transfer to hospital
- Missing or wandering person – a person in care who is missing
- Poisoning – ingestion of a poison or toxic substance by a person in care
- Service delivery problem – any condition or event which could reasonably be expected to impair the ability of the licensee or the employees of the licensee, to provide care or which affects the health, safety or well- being of persons in care, excluding closures outlined in the licensee’s policies (ex: weather closures).

IN THE CASE OF A REPORTABLE INCIDENT, BRIGHT STAR MONTESSORI STAFF WILL:

- 1. Address the immediate safety of children in care.**
- 2. Follow up with a phone call to any parent(s) of child(ren) that was/were involved in the incident.**

Such phone calls will be completed by Bright Star Montessori manager or assistant manager.

- 3. Report the incident to the local Licensing Office by telephone, email or fax within 24 hours of the incident. If the incident is a high-risk incident the Licensing Office must be contacted immediately.**
- 4. Complete the required Incident Report Document:**

` All details of the incident will be recorded, including the date, time, people involved, and thorough explanation of the incident. If applicable, records will be made of witness accounts (supervisors, assistants and third party accounts)

` Staff will also include an explanation of any changes in procedure(s) that will be adopted to prevent the incident from reoccurring.

- 5. Report the incident to the Regional Director within 24 hours of incident.**
- 6. Mail a copy of the Incident Report to Fraser health licensing Officer.**
- 7. Send a copy of the Incident Report to Fraser health licensing officer**
- 8. Discuss any required changes with the Licensing Officer.**