



Municipality of the District of St. Mary's Before and After Care Incident Response Policy

Purpose:

The purpose of this policy is to outline how staff will respond to an incident that takes place at the Before and After Care Program.

Procedures:

Response:

The following is how staff should respond to a minor or serious incident or accident:

- Staff member will immediately secure emergency medical assistance if needed.
- Staff member will notify child's parent or guardian.
- Staff member will notify the school principal or pre-primary manager.
- Staff member will notify a Monitoring team member

Documentation:

Program staff are to complete a Summary Report (for incident or accident) when First Aid Treatment is carried out on a child or when an injury becomes apparent (such as bruising, swelling, cuts, scratches or bites). Summary Reports are useful tools to identify recurring patterns in the program and generate possible solutions. Reports should be completed immediately following the incident by the staff who witnessed the incident and provided first aid.

When filling out a report, please remember the following:

- The child's full name, the date, the time.
- A summary account of what happened, never assume. If an incident account is told by the child then write "Sarah told me that....."
- Parents are to read the Summary Report and encouraged to sign the form.
- The report is to be filed in the child's folder in the office.
- A copy of the Report may be provided to the Parent/Guardian(s) when requested.

Definition:

A serious incident means any of the following:

- the fatality of a child while the child is attending a Before and After program
- any injury that requires emergency medical attention
- a fire or disaster at the facility
- when operational or safety issues arise.

M. Gerdal

Municipal Clerk

April 14th, 2020

Date