

INCIDENT/ACCIDENT REPORT FORM Policy # 1839307

SOUTHGATE MEDALLION FAMILY DAY HOMES

Phone: 438-4012 Fax: 435-6605

NOTE: ALL INCIDENTS SHOULD BE REPORTED TO THE PARENT AND TO THE AGENCY AS SOON AS POSSIBLE. PROVIDE AS MUCH DETAIL AS POSSIBLE. SEPARATE REPORTS ARE REQUIRED FOR EACH CHILD IF MORE THAN ONE IS INVOLVED OR INJURED.

PROVIDER: _____

CHILD: _____

ADDRESS: _____

D.O.B.: _____

PHONE: _____

PARENT: _____

Parent Phone: H _____ W _____

Date and time of incident:

Describe what happened:

Describe any injuries:

First Aid given:

Further medical attention: (Where? By whom? Who took the child?)

List of all persons who were in the home:

Time parent notified:

Time Agency notified:

Other comments/observations:

Provider signature

Date

Parent signature

Date

Agency signature

Date

For reporting after regular agency hours (evening, weekend, holidays) if involving a critical incident or death, please call the Edmonton Emergency Social Services Unit at 427-3390.

DEFINITIONS

INCIDENT

Any occurrence or event that injures, harms, or threatens to harm the safety, health, or well-being of children in care. Serious physical and/or emotional injury has occurred, is occurring, or if the situation continues, will probably occur to children in care.

Examples:

Child missing from day home, wanders away, person making threats to anyone in the day home, serious medical episode such as an allergic reaction, convulsion, choking, child is in contact with a harmful substance.

ACCIDENT

Any occurrence or event that causes visible or possible injury to the child, which may or may not require first aid or medical treatment. Anything that may leave a mark on the child should be recorded.

Examples:

Cuts, falls, burns, scalds, bruises, bleeding, any head injury.

IF IN DOUBT, FILL IT OUT!