



PLP HS 207 Accident Procedures 2015

Park Lawn Preschool Inc. is committed to providing a healthy and safe environment for all children, parents, staff, students and volunteers participating in our child care programs.

All accidents or incidents that happen at any of our child care locations are taken seriously and reported to the centre supervisor and when necessary to the Operations Manager. All Park Lawn Preschool Inc. employees are certified in First Aid and CPR (child and infant) and receive annual recurrent training.

Child Accident or Incident

Should an accident involving a child occur, staff will provide first aid, as required and inform the supervisor. All accidents or incidents are recorded on an Accident/Incident Report. The report will provide details of the accident, type of injury, and which staff were present at the time of the accident. Staff are required to notify parents immediately after the accident and to provide parents a copy of the accident report.

In cases of any emergency medical situations or accidents, staff will contact the parents or the emergency contact person(s) on file. **It is of utmost importance that parents provide the child care centre with the most up to date contact information.** If necessary, Park Lawn Preschool Inc. staff will call 9-1-1 for immediate assistance or to transport the child to the nearest hospital. Staff will provide all possible medical assistance for the child, until the parents arrive or when emergency services arrive.

If a child has had an accident or injury at home, parents are asked to please inform the child care centre as soon as possible. Information will be documented in the classroom's daily log book.

In the event of an accident involving a child, the staff shall:

- Immediately apply first aid to the child's injury.
- Assess the severity of the injury and notify the supervisor.
- Call 9-1-1 if the injury is serious and transport the child to hospital.
- Contact the parent or Emergency contact.
- If the child remains in program, monitor the child's recovery.
- Complete an **Accident/Incident Report** (Appendix D) to be signed by the staff and parent.
- Provide a copy of the **Accident/Incident Report** to the parent.
- File the **Accident/Incident Report** in the child's confidential file.
- If necessary, file a Serious Occurrence Report.
- Document any follow ups of the accident/incident.

Staff, Student and Volunteer Accidents

Staff, students and volunteers have the responsibility to report accidents and incidents to their immediate supervisor. All staff accidents/incidents will be investigated by the supervisor and the Joint Health and Safety Committee representative. The Committee may propose recommendations and corrective actions to prevent similar future injuries from reoccurring.

Type of Injury

Disabling Injury: results in an employee being unable to perform regular work or requiring medical attention as a result of an accident. Usually the person requires time off work beyond the day of the accident.

Non-Disabling Injury: is an injury that may result in lost time on the day of the accident, but the employee does not require additional time off work. These injuries usually require first aid by staff with current first aid certification. Non-medical personnel using supplies found in the workplace first aid kit may treat an injury.

In the event an accident involving a staff, student or volunteer occurs:

- First aid should be administered and 9-1-1 called where appropriate.
- Employees shall report all Non-Disabling and Disabling Injuries to their immediate Supervisors and complete the **Employee Report of Accident** (Appendix A).
- The Supervisor shall contact the Operations Manager and provide a status update. The Operations Manager will contact the President of the Board.
- The Supervisor is responsible for conducting the investigation of any accident resulting in an injury of any kind and completing the **Supervisor Accident Investigation Report** (Appendix B).
- The investigation must be completed within 24 hours of the occurrence;
- Fax the **Supervisor Accident Investigation Report** to the Operations Manager at 416-253-0440 within two days of the occurrence.
- The Operations Manager will complete an **Operations Manager Accident Investigation Report** (Appendix C) to establish facts on how the accident happened and Identify action required to prevent a recurrence.
- The Operations Manager will provide copies of accident reports to the Board of Directors.
- All documentation will be kept securely at Park Lawn Preschool Inc.'s Head Office.