

Westcoast Child Care Resource Centre

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INJURY OR ILLNESS DOCUMENTING AND REPORTING

This package includes information about:

- Points to Consider
- Sample Policies and Procedures
- Community Care and Assisted Living Act, Section 55 and 56 (f)
- Community Care and Assisted Living Act, Schedule H
- Health Act Communicable Disease Regulation, Schedule A
- Sample Community Care and Assisted Living Act Incident Report
- Additional Resources

Introduction

This print resource is designed to help child care programs develop policies and procedures related to documenting and reporting of injuries or illnesses of a 'person in care'.

The Child Care Licensing Regulation, Section 55 'Notification of illness or injury' and Schedule H 'Reportable Incidents', outline the requirements for 'reportable incidents' and Section 56 (f) states "A licensee must keep current records of each of the following: (f) a log of minor accidents, and illnesses and unexpected events involving children that did not require medical attention and were not reportable incidents described in Schedule H". All licensed child care programs in B.C. need to have policies and procedures in place for documenting and reporting minor accidents and illnesses, as well as reportable incidents.

Points to Consider

A child care program should have injury and illness policies and procedures in place:

- to prevent reportable incidents, injuries and illnesses from occurring e.g., supervision of children, sick child, control of medications, poisons, cleaning supplies, staff/child ratios, field trips, etc.
- to ensure there is effective response to incidents, injuries and illnesses when they do occur e.g., missing child, emergency/evacuation plan, records and consents, pick up of children, allegation of child abuse, etc.
- to reduce liability for the staff and the organization

- to document incidents, injuries and illnesses objectively and in a timely manner
- to report incidents, injuries and illnesses to Community Care Facility Licensing, the parent/guardian, and other external agencies when appropriate
- to do follow-up actions or corrective measures to reduce the risk of the accident or injury happening again

Policies and procedures should reflect:

- legislation/regulation e.g., Community Care And Assisted Living Act, Child Care Licensing Regulation, Federal and Provincial Freedom of Information and Protection of Privacy Act, Child, Family and Community Service Act, Health Act, etc.
- code of ethics e.g., *ECEBC Code of Ethics*
- standards of best practice

Considerations when developing illness and injury policies and procedures include:

- **Confidentiality**
All information concerning children and families must be treated as confidential unless the child's legal guardian provides written consent for the information to be shared.
- **Communication**
Ensure all staff, management and families are familiar with policies and procedures.
- **Documentation**
Ensure health and registration information, and consent forms are complete, current and available to staff. Keep a daily log book with objective notes and records. Ensure staff has access to internal and external Incident Report Forms.
- **Reporting**
Reporting to Community Care Facilities Licensing and the parent/guardian are a requirement of the Child Care Licensing Regulation. Each child care program/organization must also include any internal reporting requirements.

Sample Policies and Procedures

ABC Child Care Centre

Illness or Injury Documenting and Reporting

Policies

It is the policy of ABC Child Care Centre that reportable incidents, as outlined on the 'Incident Report for Community Care Licensed Facilities' and defined in Schedule H of the Child Care Licensing Regulation (copy attached), must be reported to Community Care Facilities Licensing and the parent/guardian. **Note: If the reportable incident is an allegation of child abuse by a parent/guardian, it is the responsibility of the Ministry of Children and Family Development to notify the family.**

It is the policy of ABC Child Care Centre that minor accidents and illnesses will be documented and reported on as outlined in the following procedures.

It is also the policy of ABC Child Care Centre that communicable diseases, as outlined in Schedule A of the Health Act Communicable Disease Regulation, BC (copy attached) must be reported to the Public Health Nurse or the Environmental Health Officer and Community Care Facilities Licensing and the parent/guardian.

Procedures for Reportable Incidents

All staff must follow procedures as outlined by Community Care Facilities Licensing. Families must be notified immediately if a child becomes ill, is injured or is involved in a reportable incident while ensuring that confidentiality is not breached. Depending on the nature of the incident, the police, Ministry for Children and Family Development, the insurance agency and other external agencies may need to be notified.

Reporting of a single incident of a communicable disease will be done by a telephone call to the Public Health Nurse or the Environmental Health Officer and Community Care Facilities Licensing and the parent/guardian. If there is an outbreak of a communicable disease (more than 10% of the children enrolled in the child care centre are absent with the same symptoms), an Incident Report will be completed and submitted to the Licensing Officer with a copy to the Environmental Health Officer or the Public Health Nurse.

The staff that witnesses the incident and attending to the child/ren must complete the Incident Report and pass to the Manager to sign and complete the Facility Follow Up (back of page 1). The Manager will photocopy the Facility Follow Up and submit the photocopy and the Incident Report Form to the Licensing Officer within 24 hours. The Manager and staff, with input from the Licensing Officer, will decide on any follow-up action and/or corrective measures. Reports will be filed in the child's file. If the nature of the incident is confidential, the Incident Report will be placed in a sealed envelope marked 'Confidential'. Section 55 of the Child Care Licensing Regulation is attached.

Procedures for Non-Reportable Accidents and Illnesses

Non-reportable incidents must also be recorded by child care staff. Non-reportable incidents include minor accidents (not requiring medical attention), behavioural observations and other unexpected events that may need to be shared with parents/guardians.

For non-reportable incidents that require first aid treatment, child care staff will complete page 1 and 2 of the Internal Incident Report and submit to the Manager. The Manager and staff will decide on any follow-up action and/or corrective measures. The Internal Incident Report will be filed in the child's file. This information will be shared with the parent/guardian in a timely manner either in person, by a telephone call or by a written note.

For minor accidents and illnesses that do not require First Aid treatment, the incident will be recorded in the Daily Log Book. Child care staff that witnessed and/or treated the injury will record the child's name, time of day, location, equipment being used, and a brief description of the injury and treatment. This information may be shared with the parent/guardian either in person, at pick up time, by a telephone call or by a brief written note.

**Community Care and Assisted Living Act
Child Care Licensing Regulation
Section 55 and Section 56 (f)**

Notification of illness or injury

55 (1) A licensee must immediately notify a parent or emergency contact if, while under the care or supervision of the licensee, the child

(a) becomes ill or is injured, or

(b) is involved in, or may have been involved in, a reportable incident described in Schedule H.

(2) A licensee must notify the medical health officer within 24 hours after

(a) a child is involved in, or may have been involved in, a reportable incident described in Schedule H while under the care or supervision of the licensee, or

(b) it comes to the attention of the licensee that a child enrolled in the community care facility has a reportable communicable disease as listed in Schedule A or B of the Health Act Communicable Disease Regulation, B.C. Reg. 4/83.

Division 4 — Records

Community care facility records

56 A licensee must keep current records of each of the following:

(f) a log of minor accidents, illnesses and unexpected events involving children, that did not require medical attention and were not reportable incidents described in Schedule H.

Community Care and Assisted Living Act, Schedule H

Schedule H

[am. B.C. Reg. 95/2009, s. 4.]

(Sections 52 and 55 [harmful actions not permitted; notification of illness or injury])

Reportable incidents

"1 For the purpose of this regulation, any of the following is a reportable incident:

"**aggressive or unusual behaviour**", which means aggressive or unusual behaviour by a child towards other persons, including another child, which has not been appropriately assessed in the child's care plan;

"**attempted suicide**", which means an attempt by a child to take his or her own life;

"**choking**" means a choking incident involving a person in care that requires emergency care by a medical practitioner or nurse practitioner, or transfer to a hospital;

"**death**", which means any death of a child;

"**disease outbreak or occurrence**", which means an outbreak or the occurrence of a disease above the incident level that is normally expected;

"**emergency restraint**", which means any use of a restraint that is not approved and documented in a child's care plan;

"**emotional abuse**", which means any act, or lack of action, which may diminish the sense of well-being of a child, such as verbal harassment, yelling or confinement, perpetrated by a person not in care;

"**fall**", which means a fall of such seriousness, experienced by a child, as to require emergency care by a medical practitioner or nurse practitioner, or transfer to a hospital;

"**financial abuse**", which means

(a) the misuse of the funds and assets of a child by a person not in care, or

(b) the obtaining of the property and funds of a child by a person not in care without the knowledge and full consent of the child or the child's parent;

"food poisoning" means a food borne illness involving a person in care that requires emergency care by a medical practitioner or nurse practitioner, or transfer to a hospital;

"medication error", which means an error in the administration of a medication which adversely affects a child or requires emergency intervention or transfer to a hospital;

"missing or wandering person", which means a child who is missing;

"motor vehicle injury", which means an injury to a child that occurs during transit by motor vehicle while the child is under the care or supervision of the licensee;

"neglect", which means the failure of a care provider to meet the needs of a child, including food, shelter, care or supervision;

"other injury", which means an injury to a child that requires emergency care by a medical practitioner or transfer to a hospital;

"physical abuse", which means any physical force that is excessive for, or is inappropriate to, a situation involving a child and perpetrated by a person not in care;

"poisoning", which means the ingestion of a poison or toxic substance by a child;

"service delivery problem", which means any condition or event which could reasonably be expected to impair the ability of the licensee or his or her employees to provide care, or which affects the health, safety or well-being of children;

"sexual abuse", which means any sexual behaviour directed towards a child by an employee of the licensee, a volunteer or any other person in a position of trust, power or authority, and includes

- (a) any sexual exploitation, whether consensual or not, and
- (b) sexual activity between children if the difference in age or power between them is so significant that the older or more powerful child is clearly taking sexual advantage of the younger or less powerful child;

"unexpected illness", which means any unexpected illness of such seriousness that it requires a child to receive emergency care by a medical practitioner or transfer to a hospital.

Note: *this regulation replaces B.C. Reg. 319/89.*

Health Act Communicable Disease Regulation, BC Reg. 4/83

Schedule A

[am. B.C. Regs. 31/85; 189/94; 394/94; 45/96; 267/96, s. 1; 380/97; 147/98; 54/2000; 282/2000; 283/2000; 87/2001; 217/2001; 146/2002; 62/2003, s. (a); 155/2003; 244/2003; 43/2007, s. (b); 44/2007.]

List of Reportable Communicable Diseases

[reportable by all sources — section 2 (2)]

Acquired Immune Deficiency Syndrome

Anthrax

Botulism

Brucellosis

Cholera

Congenital infections:

- Toxoplasmosis, Rubella, Cytomegalovirus, Herpes Simplex, Varicella-zoster, Hepatitis B Virus, Listeriosis and any other congenital infection

Creutzfeld Jacob Disease

Cryptococcus neoformans

Cryptosporidiosis

Cyclospora Infection

Diffuse Lamellar Keratitis (DLK)

Diphtheria:

- Cases, carriers

Encephalitis:

- Post-infectious, subacute sclerosing panencephalitis, vaccine-related, viral

Foodborne illness:

- All causes

Gastroenteritis epidemic:

- Bacterial, parasitic, viral

Genital Chlamydia Infection

Giardiasis

H5 and H7 strains of the Influenza Virus

Haemophilus Influenzae Disease:

- All Invasive, by Type

Hantavirus Pulmonary Syndrome

Hemolytic Uremic Syndrome

Hemorrhagic Viral Fevers

Hepatitis Viral:

- Hepatitis A, Hepatitis B, Hepatitis C, Hepatitis E, Other Viral Hepatitis

Human Immunodeficiency Virus

Invasive Group A Streptococcal Disease

Invasive Streptococcus Pneumoniae Infection

Leprosy

Lyme Disease

Measles

Meningitis: All causes

- (i) Bacterial – Hemophilus, Pneumococcal, Other
- (ii) Viral

Meningococcal Disease:

- All Invasive including Primary Meningococcal Pneumonia and Primary Meningococcal Conjunctivitis

Mumps

Neonatal Group B Streptococcus Infection

Paralytic Shellfish Poisoning (PSP)

Pertussis (Whooping Cough)

Plague

Poliomyelitis

Rabies

Reye's Syndrome

Rubella:

- Congenital Rubella Syndrome

Severe Acute Respiratory Syndrome

Smallpox

Tetanus

Transfusion Transmitted Infection

Tuberculosis

Tularemia

Typhoid Fever and Paratyphoid Fever

Venereal Disease:

- Chancroid, Gonorrhoea - all sites, Syphilis

Waterborne Illness:

- All causes

West Nile Virus Infection

Yellow Fever

SAMPLE Community Care and Assisted Living Act Incident Report

 BRITISH COLUMBIA		Ministry of Health and Ministry Responsible for Seniors		COMMUNITY CARE LICENSED FACILITIES INCIDENT REPORT						
FACILITY INFORMATION	FACILITY NAME			FACILITY / LICENCE NUMBER						
	ADDRESS	CITY	POSTAL CODE	PHONE NUMBER						
	NAME OF LICENSEE/MANAGER			SERVICE TYPE	PROGRAM AFFILIATION					
PERSON(S) INVOLVED	NAME OF PERSON IN CARE			DATE OF BIRTH YYYY MM DD	SEX <input type="checkbox"/> M <input type="checkbox"/> F					
	<input type="checkbox"/> Other persons in Care <input type="checkbox"/> Staff <input type="checkbox"/> Visitor <input type="checkbox"/> Other (specify):			NUMBER OF PERSONS IN CARE AFFECTED						
TYPE OF INCIDENT REPORTABLE TO MEDICAL HEALTH OFFICER	<i>Reported</i>		<i>Reported</i>		<i>Reported</i>					
	PHYSICAL ABUSE	<input type="checkbox"/>	DISEASE OUTBREAK	<input type="checkbox"/>	SERVICE DELIVERY PROBLEMS	<input type="checkbox"/>				
	SEXUAL ABUSE	<input type="checkbox"/>	DEATH	<input type="checkbox"/>	AGGRESSIVE / UNUSUAL BEHAVIOUR	<input type="checkbox"/>				
	EMOTIONAL ABUSE	<input type="checkbox"/>	FALL	<input type="checkbox"/>	MISSING / WANDERING	<input type="checkbox"/>				
	NEGLECT	<input type="checkbox"/>	MOTOR VEHICLE INJURY	<input type="checkbox"/>	MEDICATION ERROR	<input type="checkbox"/>				
	FINANCIAL ABUSE	<input type="checkbox"/>	OTHER INJURY	<input type="checkbox"/>	ATTEMPTED SUICIDE	<input type="checkbox"/>				
	UNEXPECTED ILLNESS	<input type="checkbox"/>	POISONING	<input type="checkbox"/>	EMERGENCY RESTRAINT	<input type="checkbox"/>				
DETAILS OF INCIDENT	DATE OF INCIDENT	TIME OF INCIDENT	LOCATION OF INCIDENT							
	Please be specific Attach additional sheet if required.									
<i>REVERSE SIDE OF THIS PAGE TO BE COMPLETED AND SUBMITTED TO LICENSING</i>										
EQUIPMENT IN USE (if applicable)										
NOTIFICATION	<input type="checkbox"/> PARENT, <input type="checkbox"/> NEXT OF KIN. Yes No Date Time Name Phone		<input type="checkbox"/> LEGAL GUARDIAN CONTACTED Yes No Date Time							
	Notified	Yes	No	Date	Time	Notified	Yes	No	Date	Time
	HEALTH CARE PROVIDER	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	LICENSING/MHO	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
	AMBULANCE	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	MANAGER	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
	POLICE	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	CORONER	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
	MCF	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	FIRE DEPARTMENT	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
OTHER (specify)	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____				_____	_____	
SIGNATURES	WITNESS	Name (print):	Position:	Signature:	Date:	Time:				
	ATTENDING STAFF									
	FORM COMPLETED BY									
LICENCEE / MANAGER										
HLTH 4669 98/10/16		WHITE - FACILITY COPY		YELLOW - LICENSING OFFICER'S COPY		PINK - FUNDING AGENCY COPY				

Additional Resources:

These and other resources are available through Westcoast Child Care Resource Centre. Call 604-709-5661 or toll-free 1-877-262-0022 or visit our website at www.wstcoast.org.

INFORM Guide: *An Administration Manual for Non-Profit Child Care in B.C.*, Fourth edition December 2006, Chapter 6, Health and Safety and Chapter 8, Legal Issues and Liability (Westcoast Marketplace and Westcoast Library)

Children's Files (Westcoast Marketplace)

Privacy Protection for Child Care Organizations (Westcoast Marketplace)

Planning an Effective Response to Critical Incidents (Westcoast Marketplace)

Policies and Procedures for Child Care Programs: Tough and Sensitive Issues, Part 1 and 2 (Westcoast Marketplace)

These publications are available through the Ministry of Healthy Living and Sport website (Community Care Licensing Branch) www.hls.gov.bc.ca/ccf/index.html under Publications. Scroll down to Child Care Publications.

Preventing Illness in Child Care Settings (PDF 116Kb), B.C. Ministry of Health
Preventing Injury in Child Care Settings (PDF 90Kb), B.C. Ministry of Health

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