



Early Childhood Program SERIOUS OCCURRENCE REPORT

This personal information is being collected under the authority of the *Child Day Care Act* and the *Child Day Care Standards Regulations* and is used to monitor the safety of children in the facility. It is protected by the privacy provisions of the *Access to Information and Protection of Privacy Act*. If you have any questions about the collection, contact the Director of Child Day Care Services, Department of Education, Culture and Employment @ 867-920-3491.

Fax completed white form to your Regional Early Childhood Consultant:

	South Slave	North Slave (including Yellowknife)	Dehcho	Inuvik	Sahtu
Phone	867-872-7434	867-766-5114 or 5107	867-695-7329	867-777-7436	867-587-7160
Fax	867-872-4507	867-873-0423	867-695-7351	867-777-7218	867-587-2612

Required by the *NWT Child Day Care Standards Regulations* to be submitted by the next business day.

Facility	Operator	Phone	Fax
Location of Occurrence	Date	Time	Email
If the serious occurrence involved a child:	Name	Date of Birth (DD/MM/YY)	Age

Type of Occurrence

- Injury (child)
 Injury (staff, volunteer, parent)
 Serious Illness (child)
 Communicable Disease (any person at the facility)
 Staff Member Fired
- Other emergency affecting the facility or daily program (eg. intruder, weapons, fire, chemical spill, missing child). Specify the emergency:

Details of Serious Occurrence

What, where and when it happened and actions taken by the operator or primary staff. Be specific and include names of people who witnessed the serious occurrence.

Check if other pages are attached

Who has been notified?

- Parent or Emergency Contact
 Health Care Provider
 Child Protection Worker
 Police
 Environmental Health Officer
 Regional Early Childhood Consultant (by phone)
- Other (specify):

Injury Report (If applicable)

- Injured person taken to health centre or emergency (specify):
- Injured child released to (specify):

Injured person's condition: Care at Home Admitted to Hospital Medivaced to: Other:

Further action/follow up needed for this occurrence:

Reported By				
Signature	Name	Position	Date (DD/MM/YY)	Time
X				

Serious occurrences must be reported to the Director of Child Day Care Services in accordance with *Child Day Care Standards (2013)* Regulation 13, and if the serious occurrence involved a specific child or children, a copy of the Serious Occurrence Report must be kept in the child's (children's) file(s) in accordance with Regulation 11(4)(f).

13(1)

An operator shall, in accordance with any guidelines established by the Director, complete a written report on the following occurrences:

- (a) any accident causing injury:
 - (i) at the child day care facility during the hours of operation of the facility;
 - (ii) at any other location used in the delivery of the daily program while the location is being used for that purpose;
- (b) any serious incident:
 - (i) at the child day care facility;
 - (ii) at any other location used in the delivery of the daily program;
- (c) any injury to a child, or any onset of serious illness in a child, during the hours of his or her attendance at the child day care facility or any other location as part of the daily program;
- (d) the presence at the child day care facility of any person who has a communicable disease.

13(2)

An operator shall provide a copy of the report to the Director no later than the next business day after the identification of an occurrence referred to in subsection (1).

11(4)

An operator shall maintain a file for each child...that includes the following:

- (f) any reports referred to in section 13*

*if the report involves a specific child or children

Fax the Serious Occurrence Report to the Regional Early Childhood Consultant in your region. The Regional Consultant will inform the Director of the report.

If the serious occurrence is a case of suspected child abuse do not complete a serious occurrence report. Child abuse must be reported to a Child Protection Worker or RCMP as required by Regulation 10(2) and the *Child and Family Services Act*.