



child development dayhomes  
peace of mind

## EMERGENCY PROCEDURES- Minor Incidents

- Administer First Aid as required
- Complete Incident Report
- Notify parent and agency

### **Minor Incidents are as follows, (but not limited to this)**

Inside or outside the home (field trips, playgrounds, walks)

Minor Bumps/ Scratches  
Child Bites  
Falling/ tripping  
Child punching/shoving  
Mild choking while eating  
Running into walls/furniture

*If a caregiver takes child to the doctor for follow up  
medical attention, it is a Critical incident.*

### NOTES:

- Tend to child, administer minor first aid if needed.
- Complete Incident Report in full- Take pictures (if applicable)
- Review with caregiver at pick up -have them sign form
- Send form to consultant

# EMERGENCY PROCEDURES -Critical Incidents

## Critical Incidents are as follows:

- an emergency evacuation; • unexpected program closure; • an intruder in the educator's residence.
- a serious illness or injury to child that requires the educator to request emergency health care and/or requires the child to remain in hospital overnight.
- an error in the administration of medication by the educator or other residents; • the death of a child.
- an unexpected absence of a child from the program (i.e., lost child); the commission by a child of an offence under an Act of Canada or Alberta
- a child left unattended in the educator's home outside of the educator's operating hours.
- a child removed from the program by a non-custodial parent or guardian.
- an allegation of physical, sexual, emotional abuse and/or neglect of a child by a provider or another resident of the home.

*If a caregiver takes child to doctor for follow up medical attention, it is a Critical incident.*

## NOTES:

When Ambulance is called, the Educator must remain with the other dayhome children.

If you have had to administer Emergency medication- EpiPen, Inhaler, Diabetes meds. Ambulance must be called to follow up with care.

- Complete Critical Incident Report in full-include photos if applicable
- Review with caregiver-have them sign form
- Send form to consultant

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