



Accident/Injury Report

Name of Child Care Centre: Thorncliffe Park Day Care Centre

Date Policy and Procedures Established: November 17th, 2023

Date Policy and Procedures Updated: Dec 2025

Accident/Injury While in Care

At Thorncliffe Park Daycare Centre, the health and safety of our educators and children are our top priority. We perform a daily health check at drop-off to ensure each child is healthy when received. If there are any visible marks or bruises on a child during the check, parents/guardians or guardians must inform educators about the circumstances surrounding the injury. All noticeable marks or injuries will be recorded in the accident/incident log, and families/guardians must sign the log to confirm acknowledgment.

In the event of an accident or incident while in our care, educators will administer first aid and notify families/guardians and the supervisor immediately or as soon as possible. This same procedure will be followed for any accidents or incidents that occur outside the facility. Also, all accidents that include a head injury is to be follow up with a phone call to the parents/guardians and a completed written report. Accidents or incidents will be documented in the classroom/Office communication book.

If the accident/incident requires emergency medical attention, 911 will be contacted by the educators or adult and the child will be transported to the nearest hospital. Families/guardians and the supervisor will be informed promptly, and an educator's member will accompany the child in the ambulance until a family's/guardian arrives.

All accident/incidents are to be documented by the educators and or witnesses. Educators/witness will complete an accident/incident report detailing the event. The details will include, but is not limited to the following:

Information to be completed on the report.

- The child's name
- Who filled-out the accident report
- Date and time of the accident
- Location of accident

- Description of accident
- Description of the injury that happened because of the accident and how bad the injury was
- What the educators did to respond to the accident and, if first aid was administered, what that first aid was?

3 steps for emergency situations: Always **REMAIN CALM**

If you encounter an emergency situation, follow these three basic steps:

➤ **1. Check the scene for danger**

Look for anything that might be dangerous, like signs of fire, falling debris, or violent people. If your safety is at risk, remove yourself from the area and call for help.

If the scene is safe, assess the condition of the sick or injured person. Don't move them unless you must do so to protect them from danger.

➤ **2. Call for medical help, if needed**

If you suspect the sick or injured person needs emergency medical care, tell a nearby person to call 911 or the local number for emergency medical services. If you're alone, make the call yourself.

➤ **3. Provide care**

If you can do so safely, remain with the sick or injured person until professional help arrives. Cover them with a warm blanket, comfort them, and try to keep them calm. If you have basic first aid skills, try to treat any potentially life-threatening injuries they have.

- Remove yourself from danger if at any point in the situation you think your safety might be at risk.

How the copy of the accident report was provided to the parents/guardians (for example, the accident report should note that a copy of the report was given or offered to the parents/guardians as a hard copy or a copy of the accident report was sent over an email)

- When the report was provided to the parents/guardians (this serves as confirmation that the report was given to the families)

The following day, the educators will contact the parents/guardians to conduct a follow-up check to inquire about the child's health. The information shared during the follow-up call will be documented in the communication log book.

Accident/Injury Report

Accident Information

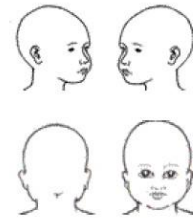
Child's Full Legal Name: _____

Date of Accident (dd/mm/yyyy) _____

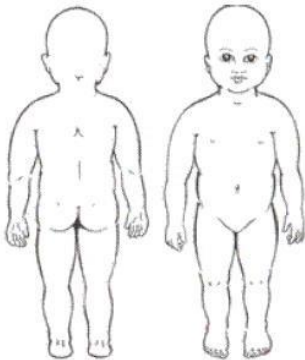
Time of Accident (hh:mm AM/PM): _____

Location where the accident occurred (e.g., preschool room, playground etc.): _____

Name(s) of individual(s) who observed the accident:



Please **circle the area(s)** of the child's body where the injury occurred:



Nature of the Injury:

☐ Bruise ☐ Cut ☐ Scrape ☐ Bump

☐ Other: _____

Description of what Caused the Accident/Injury:



Child's Reaction to the Accident/Injury:

☐ Crying ☐ Child has a positive attitude ☐ No reaction from child

☐ Other: _____

First Aid Administered and by Whom:

How and when the parents/guardians were notified:

<input type="checkbox"/> Phone	Time notified: _____	By Whom: _____
<input type="checkbox"/> Voicemail was left	Time notified: _____	By Whom: _____
<input type="checkbox"/> Email	Time notified: _____	By Whom: _____
<input type="checkbox"/> In-person at pick-up	Time notified: _____	By Whom: _____

Administrative Information

- ☐ A copy (via email or photocopy) of this report has been provided to a family of the child by _____ (name).
- ☐ The accident has been documented in the communication log book (staff initial) _____

Note: 'Families' is defined as a person having lawful custody of a child or person who has demonstrated a settled intention to treat a child as a child of his or her family, and includes legal guardians.

Parents/guardians Name (optional) _____

Parents/guardians Signature (optional): _____ **Date:** _____

Supervisor/Designate Signature: _____ **Date:** _____

Note to Families: Please consider providing us with a status update the next day that your child participates in the child care program, so that any additional health or safety needs can be met.

Name and position of the individual completing this form: ☐ same as above (supervisor/designate), or _____

Signature (if other individual completing this form): _____



Child illness and accident

36(4) Every licensee shall ensure that when a child receiving child care at a child care centre it operates or at a premise where it oversees the provision of home child care is injured,

(a) an accident report is made describing the circumstances of the injury and any first aid administered; and

(b) a copy of the report is offered to a parents/guardian of the child. Regulatory Requirements: Ontario Regulation 137/15