ACCIDENTS & EMERGENCIES

WHAT IS DIFFERENT?

- You are now required to develop written policies with advice from health professionals for responding to accidents and medical emergencies, and Anaphylaxis has been specifically identified as an area where procedures must be developed.

- Procedures for emergency evacuations and responding to a fire alarm or fire must be developed as set out in the fire safety plan for the building.

- All programs are required to keep a record of monthly fire drills and a summer CNC program must be carried out within the first week of program operation.

- All programs are required to have written procedures that include filling out a "Serious Occurrence Report Form" and informing both CIC and CMAS.

- The language used in the CNCR to describe "communications equipment" is different from the NLCR and OCCR where a "direct-line telephone" was required. The new requirements recognize that this type of line may not be possible for programs using temporary space, and also that other technology is now available, like cell phones.

WHY IS IT IMPORTANT?

Accidents and medical emergencies put everyone at risk. Consequences can be serious - even life-threatening - for the children involved. They also expose organizations to liability if it can be proven that staff neglected to show due diligence. Procedures must now be developed with advice from health professionals and followed by CNC staff. A serious occurrence is a significant incident that can disrupt a program and may involve a serious injury or even the death of an individual. Any such incident can have an impact on the organization as a whole and must be reported to CIC and CMAS. CMAS must be made aware of the incident and the details surrounding the occurrence as early as possible. When CMAS is informed, consultants can provide appropriate information and assistance quickly. Access to information about evacuation routes, and a reliable method of communication are also central to ensuring the safety of children and staff.

IMPLEMENTATION

Developing Procedures

- Before developing procedures, collect relevant resources and seek advice from experts (e.g. health professionals or your local public health office for procedures for responding to accidents and medical emergencies).

- Check with your building's fire safety plan when developing evacuation procedures.

- Consult CMAS or use samples provided to guide you in developing serious occurrence procedures.

Make Staff Aware

- Train CNC Staff during Orientation and remind them of procedures at other times.

- When records indicate a child may experience a medical emergency, like an asthma attack, ensure the CNC Staff are aware and the child's emergency information is available.

- Make sure all CNC Staff have access to procedures and any necessary emergency equipment or supplies. For example, staff may wear a fanny pack or keep a binder or clipboard nearby with the required information and supplies, such as an EpiPen and directions for use.

- Gather information about the building location and evacuation routes. Record and post this information, being sure all CNC Staff are familiar with these routes.

- Ensure CNC Staff keep a written record of any accident or unusual event in their daily program or session record, and report any incident that falls within the definition of a serious occurrence.

Communicate

- Make every effort to ensure that CNC Staff have direct access to at least one operable, direct-line, hard-wired telephone at each site and that emergency contact information is nearby. In areas of the facility where a hard-wired telephone is not available, make certain that staff have access to another type of reliable communications equipment.

- If you are using hand held and mobile phones, it is important to have procedures and schedules for recharging batteries and maintaining equipment in working order, so that it is usable when needed.

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CMAS

REQUIREMENTS

EMERGENCIES AND SERIOUS OCCURRENCES

4-7 ACCIDENTS AND MEDICAL EMERGENCIES

Procedures

a. The CNC program develops and follows written procedures developed with advice from health professionals, for responding to accidents and medical emergencies, such as asthma attacks, seizures, anaphylaxis or other life-threatening allergic reactions, experienced by children while they are participating in the program.

First-Aid Kits

b. At all times, while children are present, CNC staff have access to at least one fully stocked first-aid kit.

4-8 EMERGENCY PROCEDURES

Staff and Volunteers

a. Wherever CNC is provided, staff and volunteers have

  2. Immediate access to relevant information about emergency procedures identified in the fire safety plan required in section 2-1; and

  3. Knowledge of their role in implementing the plan, including knowledge of procedures for

    A. Responding to a fire alarm;

    B. Responding when they encounter a fire; and

    C. Helping people leave the building using evacuation routes from the CNC space.

Records

b. The CNC program keeps a written record indicating that

  c. When a CNC program operates on a continuing basis at the same site, fire drills are carried out at least once every month according to procedures outlined in the fire safety plan for child care centres.

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d. When a summer CNC program is provided, a fire drill is conducted within the first week of program operation.

4-9 SERIOUS OCCURRENCES

a. The CNC program follows written procedures for responding to serious occurrences that include but are not limited to requirements to

2. Verbally, inform CIC and any CNC monitoring agency of a serious occurrence by the end of the next working day; and

3. Submit a written report of the occurrence to CIC and any CNC monitoring agency within five (5) working days or sooner, if requested by CIC.

SEE ALSO - GLOSSARY

SERIOUS OCCURRENCE – An incident that could disrupt a CNC program or cause serious injury to a person while providing services to or participating in a CNC program, including:

• A lost, missing or forgotten child;

• The death of a person while providing services to or participating in the CNC program;

• Any allegation of abuse by a staff member or volunteer;

• Any threat to the health of a person while providing services to or participating in a CNC program;

• Any incidence of serious illness;

• Any serious or life-threatening accident or emergency experienced by a person while providing services to or participating in a CNC program; and

• Any event, such as a fire, chemical spill, flood or tornado, that results in the interruption or relocation of a CNC program.

1-4 INFORMATION ABOUT PROGRAM EVENTS

Long Term and Combined CNC

a. When providing long term or combined CNC, CNC staff keep a daily written record that includes any changes to the program or any unusual events.

Short Term CNC

b. For each session when only short term CNC is provided, the ISO has on file a written record of the management of the session.

c. Each short term session record should include the following:

1. Information about the session, including the date, time and exact location of the session and the names of the CNC staff on duty and any volunteer who is present, and information about any unusual events.

2-4 EMERGENCY PROVISIONS

Exits and Evacuation

a. Any space used for CNC has clearly marked pathways, free of obstruction, to all emergency exits.

b. Emergency Contact

c. Wherever a group of children is receiving care, CNC staff have direct access to reliable communications equipment.

d. Where possible, at each site where children are receiving CNC, the communications equipment required in section 2-4.b includes an operable, direct-line, hard-wired telephone.

e. Wherever a group of children is receiving care, CNC staff have immediate access to the following information:

1. Contact information for

    B. Fire, ambulance and police, in addition to 911.

    C. Poison control.

    D. Children's Aid Society.

    E. Building Emergency contact.

    F. An ISO representative.

2. Information about the building location and evacuation routes, including:

    C. The building street address.

    D. The main evacuation route from the space.

    E. An alternate evacuation route.

    F. Route from the space to the location of the parent activity.

g. Information required in section 2-4.d is located as close as possible to the communications equipment.

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