

<b>Facility Information</b>	Name	Phone Number	Address			
<b>Person(s) involved</b> Attach supplemental information	<b>Person(s) in care</b>					
	Name	Birth Date (DD/MM/YYYY)	Sex	Name	Birth Date (DD/MM/YYYY)	Sex
<b>Type of incident report</b>	<b>Reported</b>		<b>Reported</b>		<b>Reported</b>	
	Physical abuse		Death		Aggressive/unusual behaviour	
	Sexual abuse		Fall		Aggression between persons in care	
	Emotional abuse		Choking		Missing/wandering	
		Motor vehicle injury		Medication error		
		Other injury		Attempted suicide		
		Poisoning		Emergency restraint		
		Service delivery problems		Food poisoning		
<b>Incident details</b>	Date	Time	Location			<b>For death reports</b> Expected Unexpected
	Sequence of events and contributing factors (if any). Attach supplementary report if required					
<b>Facility follow-up action</b>	Use supplementary report if required					
<b>Corrective measures taken</b>	Use supplementary report if required					
<b>Notification</b>	<b>Notified</b>	No	Yes	N/A	Date	Time
	Ambulance					
	Coroner					
	Child protection agency					
	Funding agent					
<b>Signatures</b>	<b>Name</b>		<b>Position</b>		<b>Signature</b>	
	<b>Completed by</b>					
	<b>Manager/licensee</b>					

The personal information collected relates to, and is necessary for, program operation (Section 26 of the Freedom of Information and Protection of Privacy Act). Please contact your local licensing officer if you have questions about this collection.

Licensee to provide copy to funding agent



**Reportable incidents**

**Residential Care**

**“Aggressive or unusual behaviour”** means aggressive or unusual behaviour by a person in care towards another person, including another person in care, which has not been appropriately assessed in the care plan of the person in care and is not aggressive between persons in care within the meaning of this schedule.

**“Aggression between persons in care”** means aggressive behaviour by a person in care to another person in care that causes injury that requires first aid, emergency care by a medical practitioner or nurse practitioner or transfer to a hospital.

**“Attempted suicide”** means an attempt by a person in care to take his or her own life.

**“Choking”** means a choking incident involving a person in care that requires first aid, emergency care by a medical practitioner or nurse practitioner or transfer to a hospital.

**“Death”** means any death of a person in care.

**“Disease outbreak or occurrence”** means an outbreak or the occurrence of a disease above the incident level that is normally expected.

**“Emergency restraint”** means any use of a restraint that is necessary to protect the person in care or others from imminent serious physical harm and is not agreed to under section 74 [when restraints may be used].

**“Emotional abuse”** means any act, or lack of action, which may diminish the sense of dignity of a person in care, perpetrated by a person not in care, such as verbal harassment, yelling or confinement.

**“Fall”** means a fall of such seriousness, experienced by a person in care, as to require emergency care by a medical practitioner or nurse practitioner or transfer to a hospital.

**“Financial abuse”** means

- (a) the misuse of the funds and assets of a person in care by a person not in care, or
- (b) the obtaining of the property and funds of a person in care by a person not in care without the knowledge and full consent of the person in care or his or her parent or representative.

**“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”** means an error in the administration of a medication which adversely affects a person in care or requires emergency intervention or transfer to a hospital.

**“Missing or wandering person”** means a person in care who is missing.

**“Motor vehicle injury”** means an injury to a person in care that occurs during transit by motor vehicle while the person in care is under the care and supervision of the licensee.

**“Neglect”** means the failure of a care provider to meet the needs of a person in care, including food, shelter, care or supervision.

**“Other injury”** means an injury to a person in care requiring emergency care by a medical practitioner or nurse practitioner or transfer to a hospital.

**“Physical abuse”** means any physical force that is excessive for, or is inappropriate to, a situation involving a person in care and perpetrated by a person not in care.

**“Poisoning”** means the ingestion of a poison or toxic substance by a person in care.

**“Service delivery problem”** 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 dignity of persons in care.

**“Sexual abuse”**, means any sexual behaviour directed towards a person in care and includes

- (a) any sexual exploitation, whether consensual or not, by an employee of the licensee, or any other person in a position of trust, power or authority, and
- (b) sexual activity between children or youths, but does not include consenting sexual behaviour between adult persons in care.

**“Unexpected illness”** means any unexpected illness of such seriousness that it requires a person in care to receive emergency care by a medical practitioner or nurse practitioner or transfer to a hospital

**Child Care**

**“Aggressive or unusual behaviour”** 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”** 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 first aid, emergency care by a medical practitioner or nurse practitioner or transfer to a hospital.

**“Death”** means any death of a child.

**“Disease outbreak or occurrence”** means an outbreak or the occurrence of a disease above the incident level that is normally expected.

**“Emergency restraint”** means a restraint that is necessary to protect the child or others from imminent serious physical harm that is not approved and documented in a child’s care plan.

**“Emotional abuse”** 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”** 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”** 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 a person not in care without the knowledge and full consent of the child or the child’s parents.

**“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”** 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”** means a child who is missing.

**“Motor vehicle injury”** means an injury to a child that occurs during transit by motor vehicle while the child is under the care and supervision of the licensee.

**“Neglect”** means the failure of a care provider to meet the needs of a child, including food, shelter, care or supervision.

**“Other injury”** means an injury to a child requiring emergency care by a medical practitioner or nurse practitioner or transfer to a hospital.

**“Physical abuse”** 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”** 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”**, 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”** means any unexpected illness of such seriousness that it requires a person in care to receive emergency care by a medical practitioner or nurse practitioner or transfer to a hospital.

**Non-reportable incidents:** In addition to reportable incidents, facilities should maintain a daily log of non-reportable incidents which includes a description of minor accidents (not requiring medical attention), behavioural observations and other unexpected events that may need to be shared with parents, next of kin or others.

**Note:** A photocopy of the incident form may be used to follow-up non-reportable incidents in a licensed facility as part of an in-house program.