

CHAPTER FOUR: HEALTH AND MEDICAL SUPERVISION

Health and Medical Supervision	Accident Reporting
Revision Date: September 2017, May 2023	Policy 4.7 (Previously Policy # 1.35)

POLICY

North Hastings Children's Services has an established practice to protect children's safety both in the program space and the outdoor playground.

PROCEDURE

1. The staffing schedule ensures that adequate staff/child ratios allow staff to adequately supervise children both in the program space and in the playground.
2. All new equipment and renovations, repairs or replacements will be installed to meet the CSA standards.
3. A playground safety log is maintained.
 - A playground injury report form is completed for any injury to a child while on the playground.
 - If the injury is a serious occurrence, the injury report form will be attached to the serious occurrence forms and the appropriate policies and procedures will be followed.
 - Daily, monthly, seasonal and annual playground inspections are completed.
 - a) Daily inspections will be completed by front line program staff in their designated play area.
 - b) Monthly and Seasonal inspections will be completed by the Child Care Coordinator.
 - c) Annual inspections will be completed by a Certified Playground Safety Inspector who has current certification by the Canadian Playground Safety Institute, is a third party inspector, and has proof of current Professional Errors and Omissions insurance coverage.
 - d) Action Plans will be noted in the written inspection reports.
4. An indoor program space safety log is maintained. For the purpose of the application of this policy, Injury is defined as when a child has a physical injury that leaves a visible mark and any injury that requires first aid.
 - An Accident Report Form is completed for any injury to a child while attending the program.

- Parent and Staff signed copies of the Accident Report Form is to be made for: Parent, Child's File, Injury Log, Playground Injury Log (if applicable).
 - If the injury is a serious occurrence, the injury report form will be attached to the serious occurrence forms and the appropriate policies and procedures will be followed.
 - The Injury needs to be noted in the Daily Written Record/Log in the classroom.
5. Program staff is responsible for ensuring the indoor program space is safe on a daily basis.
 6. The Child Care Coordinator (or designate) is responsible for overseeing the above is completed.