

Injuries/Unusual Occurrence Report

(Required Form)

Child Care Regulation 34 states: If a child attending a facility sustains an injury requiring medical treatment or is involved in an unusual or unexpected occurrence, the licensee must: (a) immediately notify the parent of the child or, if the parent is not immediately available, any person designated by the parent as a person to contact in case of emergency; (b) within 24 hours after the occurrence, notify a program consultant; and (c) within seven days after the occurrence, complete a report on a form supplied by the ministry setting out full particulars of the injury or occurrence and submit the report to the ministry.

Child Care Facility Name:	
Telephone:	Postal Code:
Incident Information:	
Time: Da	ate:
Location:	
	Infant Toddler Preschool School-Age Number of staff present:
Child Involved: (if more than one child is involved: Name:	
Incident Description: (if additional space is r	equired, use reverse)
	

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Description of immediate action taken in response to incident (including emergency services contacted):					

Names of Witnesses or Individuals with Occur	rence Knowledge:
Name:	Position:
Corrective measures taken to prevent further	incidents of this type:
Additional Information:	
Parent(s) Comments: (to be completed by the parented of Parent/Guardian:	
The Ministry of Education takes Injuries/Unusual Occincident further.	currences seriously and may contact you to discuss this

copy of this report sent to carry rears brain	cn:		
		Date	
Report prepared by:		Date:	
	Signature		
		_	
		Date:	
Parent/Guardian Signature			
		Date:	
Board Chairperson Signature			
		Date:	
Director/Supervisor/Provider Signat	ture		