

Reportable Incidents

We must comply with the Child Care Licensing Regulation in regard to reportable incidents:

- 1) A licensee must immediately notify a parent or emergency contact if, while in the care or supervision of the licensee, the child
 - a) becomes ill or is injured, or
 - b) is involved in, or may have been involved in, a reportable incident described in Schedule H.
 - 2) A licensee must notify the medical health officer within 24 hours after
 - a) a child is involved in, or may have been involved in, a reportable incident described in Schedule H while under the care or supervision of the licensee.
- (Child Care Licensing Regulations, sec. 55)

If any of the incidents described in Schedule H below occurs while child is in care or under supervision of the educator or licensee, the staff will follow these steps:

1. If child requires medical attention for injuries, call 911.
2. Contact a parent or emergency contact.
3. Report incident (on-line) to licensing within 24 hours after the incident occurred.
4. Inform management team.
5. Insert a copy of incident report into child's personal file.
6. Record the incident in the logbook.

The staff meeting will be held to review the incident to prevent one from happening again. The existing policies applying to the incident will be reviewed and reinforced. Corrections will be made if needed. The licensee will ensure that staff is familiar with the changes and signed for it.

Please, note "**choking**" means a choking incident involving a person in care that requires

- (a) first aid,
- (b) emergency care by a medical practitioner or nurse practitioner, or
- (c) transfer to a hospital.

The definition of "choking" has been amended to require facilities to report incidents of choking where first aid practices were administered.

ON-LINE INCIDENT REPORTING STEPS

1. Go to: https://healthspace.ca/Clients/FHA/FHA_Website.nsf/Login.xsp
2. Follow the prompts. Password: WCC2025
3. Follow the instructions.

Step-by-Step Instructions

Step 1:

Go to the website link: www.healthspace.ca/fha/ccflincident

Click on "CCFL Facility Incident Reporting."

Step 2:

At the "Login" page, select your facility from the drop-down menu. Enter your facility password, and then click "Login." You will be taken to your home page, called the "Dashboard."

Step 3:

On the "Dashboard," click on "Create New Incident." Please note that any saved incident reports will also appear on this page. You can edit the reportable incident in the saved version until it has been submitted.

Step 4:

You will receive a message indicating that a 45-minute session will begin, after which the page will automatically close without saving information. Please note that this 45-minute time limit begins every time you review or save the form. You will see how much time is remaining in the top left corner of the form. If you need more time, save and exit the form, and then return to edit it from the "Dashboard." When you are ready to begin, click on "Start Session."

Step 5:

Enter the required information on the reportable incident form. Once you have finished entering your form details, select the appropriate button from the top of the page.

- "Review" allows you to see your completed form before submitting. If you are ready to submit, click "Review."
- "Save" allows you to save your information without fully completing the form. Information may still be entered or edited at a later time before submitting.
- "Dashboard" closes your form and returns you to your "Dashboard" page. If you have not saved your information, it will be lost.
- "Logout" takes you back to the Login page. If you have not saved your information, it will be lost.

Step 6:

Once you have submitted the report, a message will appear indicating that you have successfully submitted the report. At this time, you can click "Print" to print a copy for your own records. Ensure you print the document or keep a record of the incident, as it will not be available once you leave the page. At this time, you can return to your "Dashboard," logout of the portal, or enter another new incident by clicking "Create New Incident."

Quick Tips for Entering Information

Report Number	A report number is on your form in the "details" section.
Persons in care Affected	The details of at least one person in care must be entered. If more than three people in care are affected, enter the information for at least one person in care, but put the total number affected in the appropriate box.
Total Number Affected	If a number greater than 10 is entered, a warning message will appear when you review your form. Click "OK" if your number is correct.
Type of Incident	More than one incident type can be chosen. Incident type definitions can also be viewed. Scroll up and down on the right of the definition box to view all incident types. To close the definition box, click on the "X."
Details of the Incident	Location: if the location is not available in the drop-down list, choose "Other" and enter the location. Service Type Affect: if more than one service type is affected, choose the largest service type affected. Description of Incident: this section will expand as you type. It does not accept pictures or attachments. If you have pictures or attachments, you must send them separately to your Licensing Officer.
Form Completed and Submitted By	If there are different people, you may enter both names in the boxes with a "/" in between (i.e. John Smith/ Sally Brown).