

## **Accident Reporting Policy / Procedure** (Revised June 2010)

### **Minor Accidents** (e.g. minor scrapes, bumps, bruises)

1. Assess the situation.
2. Apply first aid as necessary.
3. Advise parents at pickup time.

### **Serious Accidents**

1. Assess the situation.
2. Apply first aid as necessary.
3. Arrange for further medical care (e.g. ambulance)
4. Contact parents.
5. Staff will accompany child if parents are not available.
  - Note: If there is any doubt regarding need of medical attention, it is advisable that the child is seen by a doctor. Medical attention is necessary for head injuries if a) the child appears dazed or unconscious, b) scalp lacerations, c) bleeding from nose, mouth or ears.
6. Complete accident report form, also see Serious Occurrence Policy and Procedure.
7. Have parent(s) read and sign Accident Report Form.
8. Bites that break the skin must also be reported to Toronto Public Health (see public health guidelines for Dealing with a Human Biting Incident).