

## **Critical Incident Reporting**

### **Frequently Asked Questions (FAQs) for Alternative Care Givers**

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**Q1:** What is a critical incident?

**A1:** A critical incident would mean an incident that has resulted in the death or serious injury of a child placed in your care.

**Q2:** What does a serious injury mean?

**A2:** A serious injury means a physical injury that could result in permanent disability or death of the child who was placed in your care. This should be determined by a medical professional.

**Q3:** When do I have to report a serious injury or death of a child placed in my care?

**A3:** You must make a report within one hour of learning of a critical incident.

**Q4:** When does the one hour time limit for reporting begin?

**A4:** The time limit begins within one hour of learning of a serious injury as determined by a medical professional or within one hour of learning of a child death.

**Q5:** Who do I call or send the information to?

**A5:** The information should be sent to your licensing agency and if the child who was injured was placed in your home by another agency (borrowed bed) then that agency needs to be notified as well.

**Q6:** Can I have another person in my supportive circle do the reporting for me?

**A6:** This is something that can be done as long as all of the appropriate agencies are notified.

**Q7:** Do I have to phone in the incident and send in the form?

**A7:** No, you will only have to do one or the other, however please ensure that both your licensing agency and the placing agency are informed.

**Q8:** If I am considered a Kinship home or a Place of Safety do I still have to report a critical incident?

**A8:** Yes, it is still a requirement that this report is completed.

**Q9:** What if I can't answer all of the questions on the form?

**A9:** It is important to fill out the form to the best of your ability and knowledge. If you are having any difficulty, your licensing agency can assist you.

**Q10:** If the incident happened when my support or respite worker was looking after my foster child, do we both have to call / send a report?

**A10:** No, only one of you needs to submit the information. Just be sure that you both agree on who will make the report.