

Section 22(1) of the Foster Homes Licensing Regulation states:

“In this section, “**incident**” means

- a) a serious illness or change in a foster child’s health;
- b) a serious accident involving a foster child;
- c) an error in administering a prescribed medication to a foster child or an adverse reaction by a foster child to medication;
- d) abuse or the danger of abuse of a foster child;
- e) the death of a foster child; or
- f) in addition to the matters set out in clauses (a) to (e), any other serious occurrence which takes place which may affect the health, safety or life of a foster child or another person.”

Section 22(2) of the Foster Homes Licensing Regulation describes what you, the foster parent (licensee) must do when an incident occurs:

- a) report the incident to the placing agency and the licensing agency. The reporting must be done according to the requirements established by the licensing agency. These requirements include the time period within which the report must be made, how the report is to be made (e.g., written or verbal, whether or not a specific form/format is to be used), to whom the report must be made, and any other expectation.
- b) follow any procedures established by the licensing agency concerning the activities that must be followed in the event that an incident occurs (e.g., seek immediate medical advice/treatment, ensure safety of others in the home).
- c) review the incident with the licensing agency and the placing agency. The focus of the review is to determine how the incident occurred, why it occurred, what factors led to the incident, and what needs to be done to ensure that such incidents are not repeated.

Be sure to ask the licensing agency what their reporting requirements and procedures are for incidents.

Make sure that you and the appropriate agencies review each and every incident to meet the requirement as stated in (c) above.