##  Critical Incident Report (CIR)

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| Child’s Name | *Surname* | *First Name* | Child’s I.D. Number |
| Click to add child’s name. | Click to add child ID number. |
| Agency/Program  | Birthdate (dd/mm/yyyy) |
| [ ]  Kihew [ ]  Grandmother Turtle House [ ]  Stony Creek | Click to enter a date. |
| Name of Staff Completing Report | Position/Title |
| Click to add name of staff completing report. | Click to add position. |
| Date of Incident (dd/mm/yyyy) | Time of Incident | Location of Incident |
| Click to enter a date. |  Click to add time. | Click to add location. |
| Name of Child’s Caseworker |
| Click add name. |

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| **Reportable Incidents** |
|[ ]  AWOL | [ ]  | Aggressive or potentially harmful behaviour |
| [ ]  | Medical emergency | [ ]  | Medication issues (errors, adverse reaction, missed) |
| [ ]  | Unintentional injury | [ ]  | A significant weight loss |
| [ ]  | Dangerous situation (violence, weapons) | [ ]  | Inappropriate use of behaviour strategies |
| [ ]  | Real or suspected abuse or harassment |[ ]  Use of a restrictive procedure (restraint, search) |
| [ ]  | Thoughts of or attempts at suicide or self-harm | [ ]  | Theft or reported theft |
| [ ]  | Outbreak of a contagious disease or condition | [ ]  | Malfunction of safety or security system |
| [ ]  | Transfer to hospital or medical clinic | [ ]  | Death |
| [ ]  | Building evacuation  | [ ]  | Other event: Click to add description of “other”. |
| [ ]  | Substance abuse  | [ ]  | Other event: Click to add description of “other”. |
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| **Incident Details**  |
| *PRIOR*  |
| Click to add a description of events that occurred prior to incident. |
| *INCIDENT DESCRIPTION*  |
| Click to add description of incident. Please explain the details of the incident and be specific. |
| *ACTIONS TAKEN*  |
| Click to add description of what actions were taken to provide for safety of persons-served and any consequences that occurred as a result of the incident. |
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| **Safety & Follow-up** |
| Is this incident likely to reoccur? [ ]  Yes [ ]  No If yes, what can staff do to prevent it from reoccurring? Click to add how the incident can be prevented. |
| Does this incident require special follow-up by a member of the Service Team? [ ]  Yes [ ]  No If yes, what is needed? Click to add information if follow-up on the incident is required. |
| Are there any additional safety measures the program should consider regarding this incident? [ ]  Yes [ ]  No If yes, what else? Click to add safety measures that should be considered. |

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| **Contacts Completed** |
| [ ]  | NWTC Supervisor | [ ]  | NWTC On-call | [ ]  | Probationary Officer | [ ]  | CAC |
| [ ]  | NWTC ED | [ ]  | Client’s Caseworker | [ ]  | Police | [ ]  | Licensing |
| [ ]  | Client’s Legal Guardian | [ ]  | Therapist | [ ]  | Bylaw | [ ]  | Crisis Unit |
| [ ]  | Have staff been debriefed of the incident? |
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| **Therapeutic Supports Provided** |
| [ ]  | Attuning – listening and understanding the youth’s feelings and/or values | [ ]  | Cultural Activity – engage youth in a cultural activity and/or ceremony to calm down. |
| [ ]  | Restitution – restoration of something lost, stolen, broken and also includes an apology | [ ]  | Modeling – directly demonstrating for the youth a positive behaviour and/or course of action  |
| [ ]  | Caring Gestures – expression of warm feelings to the individual to attune to the client’s needs | [ ]  | Shaping – reinforcing a desired behaviour that is positive and teaches youth an alternative to challenging behaviour  |
| [ ]  | Contracting – a mutual agreement of expectations and goals between the client and staff | [ ]  | Positive Reinforcement – clearly indicating a positive behaviour and stating staff’s pleasure in it |
| [ ]  | Directive Statement – clearly telling the client what is expected and what outcomes will result | [ ]  | Disengagement/Distraction – assisting client in focusing attention and emotion elsewhere  |
| [ ]  | Humour – the use of humour to defuse a crisis situation (NOT SARCASM) | [ ]  | Proximity Control – moving closer to or away from client in order to assist client in regulating |
| [ ]  | Prompting – cueing the client to increase insight into emotions |[ ]  Interest Building – engage youth in a topic or activity that is of interest and aimed at motivating youth away from crisis  |
| [ ]  | Time-Ins – suggesting the youth move to a quiet location with attendance of 1:1 staff  | [ ]  | Cultural Activity – engage youth in a cultural activity and/or ceremony to calm down. |
| [ ]  | Shared Regulation – supplying the youth with assistance with managing emotions by directly supporting them with regulation activities and participating along with them | [ ]  | Regulation Reminders – Reminding youth of the positive regulation strategies they can use such as breathing, relaxation, reducing heart rate etc. |
| [ ]  | Containing the Environment – controlling the environment in such a way as to remove negative influences for the youth or help the youth move to a more positive environment | [ ]  | Collaborative Problem Solving – Staff engage youth in a judgement free discussion on “what’s up” and support the youth in resolving the situation positively  |
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| **Clients Rights Reviewed** |
| [ ]  | The Right to be treated with respect and dignity at all times. | [ ]  | **The Right to receive quality, well balanced nutrition in keeping with traditional lifestyles and preferences.** |
| [ ]  | The Right to not be subjected to Corporal punishment of any kind. | [ ]  | The Right to receive appropriate medical care.  |
| [ ]  | **The Right to access the office of the Child Advocacy and Human Rights Advocacy Services.** |[ ]  The Right to receive quality education consistent with individual aptitudes and abilities. |
| [ ]  | **The Right to access and receive visits from legal counsel, ombudsman of Alberta, Child & Family Advocacy Services and elected officials.** | [ ]  | The Right to participate in healthy recreational activities as part of treatment. |
| [ ]  | **The Right of privacy with respect to mail, personal property and reasonable personal privacy.** | [ ]  | The Right to make a formal grievance/complaint and receive appropriate follow-up.  |
| [ ]  | **The Right to choose, participate and receive religious and/or spiritual instruction and experiences.**  | [ ]  | The Right to live and learn in a safe environment free of hazards, harassment and abuse. |
| [ ]  | **The Right to participate and receive quality treatment which meets the client’s specific needs.** | [ ]  | **The Right to be informed of the responsibilities that correspond with the rights as listed above.**  |
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| **Supervisor Feedback** |
| Click to add supervisory feedback on the incident. |
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| **Signatures** |
| Name of NWTC WorkerClick to add staff name. | SignatureClick to add digital signature. | Date (dd/mm/yyyy)Click to enter a date. |
| Name of NWTW SupervisorClick to add supervisor name.  | SignatureClick to add digital signature. | Date (dd/mm/yyyy)Click to enter a date. |