



**Ministry of Children, Community and Social Services**

**A LICENCE OR RENEWAL OF A LICENCE TO  
OPERATE A CHILDREN'S RESIDENCE  
Child, Youth and Family Services Act, 2017  
No. 0006818  
Date of Issue: 21-Feb-2024**

## Renewal

Under the authority provided in the *Child, Youth and Family Services Act, 2017* (CYFSA) this licence is granted to:

**COMMUNITY LIVING GRIMSBY LINCOLN & WEST LINCOLN**

of Grimsby to operate a children's residence under the name of:

**Community Living Grimsby, Lincoln & West Lincoln - John Street Childrens Home**

at 3456 John Street, Vineland Station, ON, L0R 2E0, Canada.

This licence expires on the 21<sup>st</sup> day of February, 2025.

1. Pursuant to section 259 of the CYFSA, the maximum number of children that may be cared for in the children's residence at any one time is 6.
2. This licence is subject to the following conditions, imposed by the Director pursuant to section 255 of the CYFSA:

**Condition 1:**

Effective immediately, for each shift, the licensee shall designate one (1) primary staff member who will be responsible for medication administration to residents and one (1) secondary staff member who will be responsible for administering medication to residents if the primary staff person is unavailable. The person(s) designated as responsible for medication administration for each shift shall be documented in the daily communication log.

**Condition 2:**

Effective immediately, the licensee shall make every reasonable effort to provide staff with a quiet space in the residence for medication preparation.

**Condition 3:**

Effective immediately, the licensee shall ensure that at the beginning of each shift, the person(s) designated as responsible for medication administration completes a review of all medication that is to be administered during the shift (MAR sheets), taking special note of new medications and/or unusual administration times. The staff person(s) shall initial that they have completed this review on the MAR sheet immediately following the review.

**Condition 4:**

Within twenty-four (24) hours of a medication administration error occurring, the licensee shall forward the Medication Error Information Form to the ministry licensor. If a medication administration error occurs on a weekend or holiday, the licensee shall forward the Medication Error Information Form to the ministry licensor the following business day.

**Condition 5:**

During the term of this license, minimally once every three (3) months, the licensee shall conduct a comprehensive review of medication administration procedures for all staff including but not limited to: the licensee's policies and procedures respecting the safe administration, storage and disposal of medication, medication incidents and near misses, and high-risk situations involving psychotropic medications including methods for handling these situations. The licensee shall keep a record of each medication administration review that includes, at minimum, the following:

- The date of the review;
- The name of the person(s) who conducted the review;
- The name(s) of all staff members who participated in the review;
- The topics covered during the review;
- Copies of any documents or information used to support the review.

**Condition 6:**

The record of medication administration procedure review referred to in Condition (5) shall be made available to the ministry upon request.

**Condition 7:**

Effective immediately, the licensee or designate shall review the medication administration records (MARs) at a minimum, once daily, to ensure that medications have been administered correctly and to identify and address any medication errors as soon as possible. The person responsible for completing the daily review shall sign off on the MAR sheet that the review has been completed.



Jessica Gross. - Director, under Part IX, CYFSA