

Quality Area 2.2.2 Incident and emergency management: Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented

Quality Area 2.2.3 Child Protection: Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

Quality Area 7.1.2 Management Systems: Systems are in place to manage risk and enable the effective management and operation of a quality service.

**BERALA JACK & JILL
PRE-SCHOOL**



Incidents, Injury, Trauma & Illness

Policy Reviewed: February 2024

Next Review: February 2025

Aim:

To develop and implement policies and procedures to effectively manage incidents and to make accident prevention, management and investigation easier, with a view to reducing accident rates and severity. In the event of illness, to prevent the spread of disease and for the comfort and well-being of the affected child, other children, staff and visitors to our service. We will promote the health and well-being of each child in our service.

Implementation:

- The National Regulations require an accurate Incident, injury, trauma and illness record to be kept and stored confidentially until the child is 25 years old. Under the national legislation, our service must record details in the Incident, injury, trauma and illness record for the following occurrences:
 - an incident in relation to a child
 - an injury received by a child
 - trauma to which a child has been subjected
 - an illness that becomes apparent
- The incident, injury, trauma and illness record must include the following:
 - the name and age of the child
 - the circumstances leading to the incident, injury or trauma, or relevant circumstances surrounding the child becoming ill (including any symptoms)
 - the time and date the incident occurred, the injury was received or the child was subjected to the trauma, or the apparent onset of the illness
 - the action taken by the service, including any medication administered, first aid provided or medical personnel contacted
 - details of any person who witnessed the incident, injury or trauma, or the apparent onset of illness
 - the name of any person the service notified, or attempted to notify, of any incident, injury, trauma or illness that a child suffered while being educated and cared for by the service, and the time and date of the notifications/attempted notification

- the name and signature of the person making an entry in the record, and the time and date that the entry was made
- signature of a parent/guardian to verify that they have been informed of the occurrence.
- All information will be included in the Incident, injury, trauma and illness record as soon as is practicable, but not later than 24 hours after the incident, injury or trauma, or the onset of the illness.
- On enrolment families/carers give our service written consent to seek urgent medical, dental or hospital treatment or ambulance service, including authorization for travel in an ambulance, if required in the event of an illness or injury at the Service.
- A suitably equipped first aid kit will be easily identified and accessible to adults.
- In collaboration with all interested parties we will develop and implement risk-assessments for managing incident, injury, trauma and illness and to minimize the risk of harm or injury.
- Educators will follow our policies and procedures to effectively manage and document any incident, injury, trauma or illness that occurs at our service. These policies will be regularly reviewed and updated as necessary.
- Educators will thoughtfully group children to effectively manage supervision and any potential risks to children's health and wellbeing.
- Educators will respond to children in a timely manner. Provide reassurance and ensure children's emotional and physical wellbeing is paramount at all times.
- Educators will regularly check equipment in both indoor and outdoor areas for hazards and take the appropriate action to ensure the safety of the children when a hazard is identified.
- Documentation will be written in pen. If required these documents will be referred to the Department of Education and Communities and kept in storage according to regulatory requirements.
- Completed medication records are kept until the end of 3 years after the child's last attendance (regulation 92, 183).
- The Nominated Supervisor will notify the Regulatory Authority of any serious incident, the death of a child or complaints alleging the safety, health or well-being of a child has been compromised.
- Equipment and furniture will be checked regularly to ensure they are well maintained to avoid hazards.
- All educators and the Director have approved current first aid qualifications. We have an up to date, equipped first aid kit, asthma pack and EpiPen in the event of such an emergency. An equipped and portable first aid kit is available for excursions.
- Educators will have an understanding of all elements of well-being.
- All staff are aware of their responsibilities including completing appropriate documents and passing on information.
- Educators will consider health and safety aspects in the environment when programming, including the physical space. This will ensure we have safe spaces for play and learning.
- Good supervision is provided by educators both indoor and outdoor at all times. Potential risks are managed effectively to ensure well-being.

- Educators are to be aware of signs of illness/trauma and respond in a timely manner. All educators/staff are aware of children with known conditions requiring support, such as asthma etc.
- In response to a child with a temperature or are otherwise feeling unwell, families will be contacted to collect the child. Educators will provide comfort and care away from the other children.

If a child is injured or falls ill at the Service and **does not** need emergency medical/dental care, the Nominated Supervisor must:

- Step 1- Ensure the child is comforted and calmed and first-aid is administered ensuring that the child is under adult supervision at all times.
- Step 2- Contact the parent/carer of the child immediately – depending on the severity of the accident or illness.
- Step 3- Fill in the accident and incident report form and give a copy to the parent – if the severity of the accident or illness warrants such action.
- Inform the President/Licensee of the Management Committee – depending on the severity of the accident or illness.
- The Nominated Supervisor shall be responsible for determining if the severity of the accident or illness warrants steps 1, 2 and 3.
- Minor accidents or illness can be dealt with efficiently and with minimum fuss at the Service and parents informed when they collect the child.

If a child is injured or falls ill at the Service and **does** need immediate emergency medical care the Nominated Supervisor must:

- Ensure the child is comforted and calmed and first-aid is administered ensuring that the child is under adult supervision at all times.
- Arrange for the child to be taken immediately to a medical/dental treatment centre with a staff member, by ambulance.
- Contact the parent/guardian of the child immediately.
- Ensure that the child is returned, as soon as possible, to the care of the parent/guardian.
- Fill in the accident report form and give a copy to the parents.
- Inform the President/Licensee of the Management Committee.
- Inform the Director General of the Department of Education and Communities within 24 hours by completing the Notification of Serious Incident Form (S101). If not practicable to notify the regulatory authority within 24 hours using this form, notification can be made initially in whatever way is best in the circumstances.
- Survey play areas and be aware of accident-prone areas. Manage, remove or repair, any risk if identified.

In the event of the death of a child while attending the Service the Nominated Supervisor must immediately cause notice of that fact to:

- a police officer, and
- the Director-General of the Department of Education and Communities, and
- the President/Licensee of the service

No parent/guardian will be notified of the death of a child over the telephone. The parent is to be contacted immediately and told to meet the nominated staff member at the relevant hospital.

Serious incidents

The Nominated Supervisor must notify the [regulatory authority](#) within **24 hours** of becoming aware of a serious incident (Section 174(2)(a) and Regulation 176(2)(a)).

A serious incident (regulation 12) is defined as any of the following:

- the **death of a child** while being educated and cared for by the service or following an incident while being educated and cared for by the service
- any **incident involving a serious injury or trauma to a child** while that child is being educated and cared for, which:
 - a reasonable person would consider required urgent medical attention from a registered medical practitioner; or
 - the child attended or ought reasonably to have attended a hospital e.g. broken limb*
 - any **incident involving serious illness of a child** while that child is being educated and cared for by a service for which the child attended, or ought reasonably to have attended, a **hospital** e.g. severe asthma attack, seizure or anaphylaxis*
- any emergency for which **emergency services** attended
NOTE: This means an incident, situation or event where there is an imminent or severe risk to the health, safety or wellbeing of a person at an education and care service. It does not mean an incident where emergency services attended as a precaution.
- a child appears to be **missing or cannot be accounted for** at the service
- a child appears to have been **taken or removed** from the service in a manner that contravenes the National Regulations
- a child is mistakenly **locked in or locked out of the service** premises or any part of the premises.

Sources:

Education and Care Services National Law
Education and Care Services National Regulations 2021
NQF Resource Kit. Standard 2.1,
Community Early Learning Australia - CELA
ACECQA – www.acecqa.gov.au

Please refer to these policies:

- First Aid
- Child Safe Environment
- Infectious Disease and Health Related Exclusion
- Medical Conditions
- WHS
- Allergic Reactions and Anaphylaxis