

Policy Statement

This policy acts to ensure that:

- In the event of an accident or emergency situation occurring immediate action is taken, and appropriate services and care are provided
- Our service abides by The National Regulations to:
 - Store Incident, Injury, Trauma and Illness records confidentially until the child is 25 years old
 - 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

Goals

- Policies and procedures (including documented records) are in place to effectively manage the event of any incident injury, trauma and illness that occurs in the service
- Educators will consider their understanding of all of the elements of wellbeing and ensure that programs also acknowledge the importance of risk management to provide a safe environment and reasonably protect children from potential harm
- Young children's innate desire to explore and test their growing capabilities is essential in developing wellbeing and this is fostered in a safe way while attending the service

Strategies

Incident, Injury, Trauma and Illness Report

- Incident/Injury/Trauma/Illness Records should be filled in for any child in care who has injured themselves, had a trauma, been involved in a near miss (incident) or who has been sent home for an illness
- Care and thought should be given as to when and how these records are completed, ensuring that anything written is recorded correctly, factually and sensitively
- 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

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Policy Review Date
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- Details entered in the Incident, Injury, Trauma and Illness record are a legal document so must record 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 notifications
 - 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

Preventative Strategies

- Consider the planning of the physical environment and experiences, ensuring that the spaces are safe
- Upon enrolment each child's care needs are assessed to ensure the suitability of the Service or Family Day Care Environment to protect children from harm and hazard
- Thoughtfully group children to effectively manage supervision and any potential risks to children's health and wellbeing
- Respond to children in a timely manner
- Provide reassurance and ensure children's emotional and physical wellbeing is paramount at all times
- 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
- If it is noticed that a similar injury keeps happening or that there is a high rate of injuries, it is a good idea to review the environment and practices
 - Are the injuries happening at the same time of the day – what happens at that time of day?

- Are the injuries happening in the same place – is there a piece of equipment or furniture that is causing the injuries or a catalyst for the injuries?
- If a lot of children becoming ill, review your health and hygiene practices – are you following these practices as well as you should be
- Review the cause of any incident, injury or illness and taking appropriate action to remove the cause if required
- Provide staff with access to appropriate up to date information, or professional development on the management of incidents
- Maintain high levels of supervision at all times
- Review Supervision Plans regularly

Roles and Responsibilities

Approved Provider

- Ensure that the premises are kept clean and in good repair
- Ensure that completed medication records are kept until the end of 3 years after the child's last attendance
- Ensure that a parent/guardian of the child is notified as soon as is practicable, but not later than 24 hours after the occurrence, if the child is involved in any incident, injury, trauma or illness while at the service
- Ensure that incident, injury, trauma and illness records are kept and stored securely until the child is 25 years old
- Ensure there is a minimum of one staff member at the service with a current approved first aid, asthma and anaphylaxis management qualification on the premises at all times
- Ensure that children's enrolment forms provide authorisation for the service to seek emergency medical treatment by a medical practitioner, hospital or ambulance service and transportation of the child by an ambulance service
- Notify the Regulatory Authority of certain circumstances and information, this includes any serious incident or complaint that occurs within the service. Notice must be provided within certain timeframes depending on the incident or complaint
- Within 24 Hours if:
 - There has been a serious incident
 - Death of a child
 - Complaints alleging that the safety, health or wellbeing of a child was or is compromised, or that the law has been breached
- Within 7 Days if:
 - Any incident that requires the Approved Provider to close or reduce the number of children attending the service for a period

- Any circumstances at the service that poses a significant risk to the health, safety or wellbeing of a child attending the service
- Support Educators with relevant forms for collecting authority and information
- Provide training and/or information on appropriate practices when dealing with emergency situations with a child

Nominated Supervisor/Coordinator

- Raise concerns with the Approved Provider if any circumstances arise that may pose a risk to a child's health, safety and wellbeing are identified, including cultural, environmental and operational risks
- Notify parents/guardians immediately after an incident, injury, trauma or medical emergency or as soon as practicable
- Notify the parents or emergency contacts under these circumstances as soon as it is possible to do so
- Upon receiving notice of a serious accident involving a child attending our service where the accident results in the child receiving medical, dental or hospital treatment immediately notify the parent, Country Children's Early Learning Pty Ltd, the Department of Education and Communities (DECS) and the Department of Education
- Upon receiving notice of the death of a child while being provided with care, immediately notify the child's parent, a police officer, the Department of Education and Communities (DECS), Department of Education and Country Children's Early Learning Pty Ltd
- Maintain all enrolment and other medical records in a confidential manner
- Review the cause of any incident, injury or illness and take appropriate action to remove the cause if required
- Regularly check equipment in both the indoor and outdoor areas for hazards and take the appropriate actions to ensure the safety of children when a hazard is identified

Responsible Person and Family Day Care Educators

- Raise concerns with the Approved Provider if any circumstances arise that may pose a risk to a child's health, safety and wellbeing are identified, including cultural, environmental and operational risks
- Have a current approved First Aid qualification

- Have a first aid kit that is suitably equipped, easily recognisable and readily accessible
- Discuss with the families of children in care, their responsibility in covering any expenses arising from emergency treatment, and their responsibility in providing adequate information on the child's:
 - Health
 - Past and current medical history and any allergies medications if relevant
 - Recommended medical and dental provider
 - Written action plans for medical conditions e.g. anaphylactic reactions and allergies, asthma management, haemophilia, diabetes, epilepsy, etc
- Maintain ongoing communication with the Service Coordinator of any relevant emergency plan for a child
- Administer First-Aid as appropriate and in accordance with the Administration of First Aid Policy
- In the event of any incident, illness, trauma or injury ensure that the parent is notified as soon as is practicable, but not later than 24 hours after the occurrence
- In the event of an emergency, inform the parent or emergency contact as soon as possible so that they can take over the responsibility of their child and decide on further action to take if necessary
- Complete the Incident/Injury/Trauma/Illness Record form
- Record the Incident/Injury/Trauma/Illness on the Incident/Injury/Trauma Record or on the Illness Record
- Where an Incident, Injury or Trauma has occurred review the cause, and take appropriate action to remove the cause if required
- Inform the Service Coordinator of any injury to a child that requires medical attention
- Complete the appropriate Insurance Incident Report Form (for insurance purposes) for any accident where third party medical advice has been required (e.g. doctor, dentist)
- In the event of the death of a child while being provided with care, the Educator will immediately call an ambulance, the child's parents and Country Children's Early Learning Pty Ltd
- Seek further medical attention for a child if required
- Be aware of the signs and symptoms of illness/trauma
- Be aware of individual children's allergies and immunisation status and use this knowledge when attending/responding to any incident, injury or illness

- Respond to children showing signs of illness and begin monitoring the symptoms of the child and recording as appropriate. Educators will contact the child's authorised person to inform them of the illness signs, or to request the collection of the child
- In response to a child registering a high temperature, follow procedures for temperatures, and complete the incident, injury, trauma and illness record as required
- When notifying parents/carers of any Incidents, Injury, Trauma or Illnesses, think about how you are going to tell them
 - Ensure that you are sensitive to the child's and parents needs
 - Let them know in an appropriate timeframe – if the child has grazed their knee notification on pick up is fine, however if the child has bumped their head a phone call once the child has been attended to is a good idea
 - Tell parents the facts about what happened, reassure them their child is okay

Educators

- Support the Responsible Person in the administration of first aid, bearing in mind the safety of the children and staff as first aid is administered
- Notify the Responsible Person of any child or other person who requires first aid, is ill or unwell or has been involved in an incident
- Assist the Responsible Person in the recording of any incidents, illnesses or the administration of first aid

Family Day Care Educators

FDC Educators to notify the Approved Provider of the following:

- Any serious incident that occurs while a child is being educated and cared for by the Educator as part of the service
- Any complaints alleging that:
 - A serious incident has occurred or is occurring while a child is or was being educated and cared for the Educator or
 - The Law has been contravened
- Any circumstance arising at the FDC residence or approved venue that may pose a risk to the health, safety and wellbeing of children attending or likely to attend the family day care residence or venue
- Relevant circumstances include any of the following:
 - Any renovations or other significant changes to the residence or venue
 - An infectious disease outbreak at the residence of venue
 - A bushfire, flood or other natural disaster
 - A disaster that may affect the residence or venue

Families

- Be informed about the service policies upon enrolment in regards to first aid and illness whilst at the service
- Inform the service of their child's particular requirements and provide and relevant paperwork to the service such as immunisation status, health plans, medical conditions and allergies
- Provide written consent for Educators to seek medical attention for their child, if required, as part of the enrolment process
- Supply details of their preferred doctor, dentist, health fund and Medicare details
- Provide up to date medical and contact information in case of an emergency
- Seek their own health insurance if they so desire
- Provide written emergency or health management plans if applicable to their child's health
- Take over the responsibility of their child as a matter of urgency if contacted by their child's Educator to do so

Continual Monitoring and Improvement

Continual improvement and monitoring will occur in the following ways:

- Incidental and planned consultation with families
- Approved Provider and Coordinators accessing current relevant information
- Approved Provider, Coordinators and Educators accessing current and relevant training
- Internal evaluation of incidences and the improvement of systems

LINKS TO:

- **Education & Care Services National Law**
Section 165, 167, 174, 174A
- **Education & Care Services National Regulations**
85, 86, 87, 88, 89, 95, 97, 13, 104, 117, 161, 168, 169, 170, 177, 183
- **National Quality Standards/Elements:**
2.1.1, 2.1.2, 2.2, 3.1, 3.2, 7.1.2, 7.1.3
- **Child Safe Standards**
1, 2, 3, 4, 5, 6, 7, 8, 9, 10

SOURCES

- Education and Care Services National Regulations
- Education and care Services National Law
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations
- Guide to the National Quality Standard - January 2020
- Implementing the Child Safe Standards: A Guide for Early Education and Outside School Hours Care Services, NSW Department of Education, 2021
- A Guide to the Child Safe Standards, NSW Office of the Children's Guardian, 2020
- ACECQA – FDC Approved Provider compliance responsibilities – October 2017
- Be You
- My Time Our Place: Framework for School Age Care in Australia
- The Early Years Learning Framework
- ECA Code of Ethics
- United Nations Convention on the Rights of the Child
- Staying Healthy: Preventing Infectious Diseases in Early Childhood Education and Care Services 5th Edition
- ACECQA Incident, Injury, Trauma and Illness Policy and Procedure Guidelines
- Anaphylaxis Guidelines for Early Childhood Education and Care Services, NSW Department of Education and Communities, August 2014

LINKS TO OTHER POLICIES:

- Acceptance & Refusal of Authorisations
- Administration of First Aid
- Administration of Medication
- Child-Safe Environment
- Dealing with Medical Conditions
- Emergency & Evacuation
- Enrolment & Orientation
- Nutrition & Safe Food Handling
- Regular Outings & Excursions