



Incident, Injury, Trauma and Illness Policy

Introduction

The health and safety of children in education and care services is the responsibility of all Approved Providers, Nominated Supervisors and Educators. Policies and procedures (including documented records) must be in place to effectively manage the event of any incident, injury, trauma and illness that occurs in the program by law. Young children's innate desire to explore and test their growing capabilities is essential in developing wellbeing. Educators must 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.

Under the national legislation, an education and care service must record details in the Incident, Injury, Trauma and Illness Report 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 National Regulations require an accurate Incident, injury, trauma and illness record to be kept and stored confidentially until the child is 25 years old.

Aim:

Our preschool will:

- Develop a program that promotes the wellbeing of each child.
- Establish procedures and practice that minimise the risk of harm to children.
- Maintain communication with families to ensure that they are informed of any incidents, injury, trauma or illness to their child/ren as required.
- Ensure that records of any incident, injury, trauma and illness are documented, transmitted to the Department of Education if required and kept in storage according to regulatory requirements (until the child is 25 years old); and
- Ensure that this policy is implemented in conjunction with the preschool's Emergency and Evacuation Policy.

Strategies / How will it be done?

Incident, Injury, Trauma and Illness Report

Incident, Injury, Trauma and Illness Report Details entered in the Incident, Injury, Trauma and Illness Record 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 notifications;
- < the name and signature of the person making an entry in the record, and the time and date that the entry was made; and
- < 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 Report as soon as is practicable, but not later than 24 hours after the incident, injury or trauma, or the onset of the illness.

Preventative Strategies

- ◁ Consider the planning of the physical environment and experiences, ensuring that the spaces are safe.
- ◁ 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.
- ◁ Reviewing 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

The Approved Provider, Nominated Supervisor and Educators are aware of the development and emerging capabilities of the children and plan the program accordingly.

Approved Provider has authority/responsibility for:

- ◁ Ensuring that the premises are kept clean and in good repair.
- ◁ Ensuring that completed medication records are kept until the end of 3 years after the child's last attendance (regulation 92, 183).
- ◁ Ensuring 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 (regulation 86).
- ◁ Ensuring that incident, injury, trauma and illness records are kept and stored securely until the child is 25 years old (regulations 87, 183).
- ◁ Ensuring that there is a minimum of one staff member or one Nominated Supervisor at the service with a current approved first aid qualification on the premises at all times.
- ◁ Ensuring that children's enrolment forms provide authorisation for the service to seek emergency medical treatment by a medical practitioner, hospital or ambulance service.
- ◁ Ensuring that an incident report is completed and, if defined under the National Regulations as a serious incident, make the required notifications to the Regulatory Authority within the required time-frame.

Nominated Supervisor has authority/responsibility for:

- ◁ Notifying parents/guardians immediately after an incident, injury, trauma or medical emergency, or as soon as is practicable.
- ◁ Requesting the parents/guardians make arrangements for the child or children involved in an incident or medical emergency to be collected from the service, or informing parents/guardians if an ambulance has been called.
- ◁ Notifying other person/s as authorised on the child's enrolment form when the parents/guardians are not contactable.
- ◁ Ensuring that regulatory and legislative responsibilities are met in relation to any incident, injury or medical emergency.
- ◁ Maintaining all enrolment and other medical records in a confidential manner.
- ◁ Regularly checking equipment in both indoor and outdoor areas for hazards, and taking the appropriate action to ensure the safety of the children when a hazard is identified.
 - ◁ Reviewing the cause of any incident, injury or illness and taking appropriate action to remove the cause if required.
- ◁ Notifying families of this policies existence and providing them with access.
- ◁ Providing access to information on children's development, the service program, and relevant health and wellbeing resources from the service.
- ◁ Ensure that the centre has a suitably equipped and maintained First Aid Kit;

Early Childhood Educators have authority/responsibility for:

- ◁ Ensure that all children have opportunities to engage in experiences that enhance their sense of wellbeing and allow children to develop a sense of assessing risks for themselves as appropriate;
- ◁ Consider the planning of the physical environment and experiences, ensuring that the spaces are safe;
- ◁ Recording details of any incident, injury or illness in the Incident, Injury, Trauma and Illness Record as soon as is practicable but not later than 24 hours after the occurrence.
- ◁ Seeking further medical attention for a child if required.
- ◁ Being aware of the signs and symptoms of illness/trauma.
- ◁ Being aware of individual children's allergies and immunisation status and use this knowledge when attending/responding to any incident, injury or illness.
- ◁ Responding 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.
- ◁ Maintain appropriate work health and safety standards when attending to children's injuries and applying first aid;
- ◁ Develop partnerships with families and use this understanding to guide the development of practice in relation to individual children's emerging capabilities;

Families have the authority/responsibility for:

- ◁ Being informed of policies and procedures upon enrolment with regards to first aid, illness whilst at the service, and exclusion practices, including immunisation status and illnesses at the service.
- ◁ Informing the service of their child's particular requirements, and provide any relevant paperwork to the service, such as immunisation status, health plans, allergies etc.

Monitoring, Evaluation and Review

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this Policy every two years.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

Legislative Requirements:

Education and Care Services National Law Act 2010: Sections 174(2), 165, 167

Education and Care Services National Regulations 2011: Regulations 85-89, 95, 97, 103-104, 117, 161, 168, 177, 183

Work Health and Safety Act 2011

Australian Standard AS3745-2010 Planning for emergencies in facilities

Links to National Quality Standard:

National Quality Standard, Quality Area 2: Children's Health and Safety – Standard 2.1, 2.1.1, 2.1.2

National Quality Standard, Quality Area 3: Physical Environment – Standard 3.1, 3.1.2

National Quality Standard, Quality Area 7: Governance and Leadership – Standard 7.1.2

Sources:

ACECQA – www.acecqa.gov.au

◁ ACECQA Sample forms and templates, Incident, injury, trauma and illness record - www.acecqa.gov.au/resources/applications/sample-forms-and-templates

◁ NHMRC Staying Healthy: Preventing infectious diseases in early childhood education and care services (5th ed.) www.nhmrc.gov.au/about-us/publications/staying-healthy-preventing-infectious-diseases-earlychildhood-education-and-care-services

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