



Incident, Injury, Trauma & Illness Policy (CHS 7)

Policy Rationale

Policies and procedures must be in place to effectively manage the event of any incident, trauma and illness that occurs in the service. Our aim is to promote the safety and wellbeing of all children whilst attending Cooks Hill Preschool endeavor to provide programs that acknowledge the importance of risk management to provide a safe environment and reasonably protect children from potential harm.

Strategies, Practices and Procedures

Incident, Injury, Trauma and Illness Report

An Incident, Injury, Trauma & Illness Report will be completed as soon as is practicable, but no later than 24 hours after the incident, injury or trauma or the onset of the illness. Details noted in the report include;

- 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 symptoms
- 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.

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 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, assessing against the risk matrix, and taking appropriate action to remove the cause if required.
- Provide educators with access to appropriate up to date information, or professional development on the management of incidents.
- Maintain high levels of supervision at all times.
- Display a list of emergency contact numbers near each phone
- Keep a summary sheet for all records to assess if patterns of concern are occurring.

Serious Incident

- In the event of a serious incident (where emergency services attend an education and care service in response to an emergency, rather than as a precaution or for any other reason). An emergency is defined as an incident, situation or event where there is an imminent or severe risk to the health, safety and wellbeing of any person present at the service. Serious incidents must be notified to the regulatory authority through the National Quality Agenda IT system.



- A serious injury, illness or trauma includes;
 - Amputation Anaphylactic reaction requiring hospitalization
 - Asthma requiring hospitalization
 - Broken bone/fracture
 - Bronchiolitis
 - Burns
 - Diarrhea requiring hospitalisation
 - Epileptic seizures
 - Head injuries
 - Measles
 - Meningococcal infection
 - Sexual assault
 - Witnessing violence or a frightening event

- A serious injury, illness or trauma includes;
 - The death of a child while that child is being cared for at the service or following an incident while that child was being cared for by the service.
 - A serious injury or trauma while the child is being educated and cared for, which required urgent medical attention from a registered medical practitioner; or the child should have attended a hospital (e.g. a broken limb).
 - Any incident involving serious illness at the service where the child attended, or should have attended a hospital (e.g. severe asthma or anaphylaxis attack)
 - Any circumstances where a child appears to be missing or can not be accounted for.
 - Any circumstances where a child appears to have been taken or removed from the service premises by someone not authorised to do this
 - Any circumstance where a child is mistakenly locked in or out of the service premises or any part of the premises.
 - Any emergency for which emergency services attended, but does not include precautionary visits.



Staff Injury

- If staff sustain an injury whilst at work, they must complete an Incident, Injury, Trauma & Illness record which will be kept on their individual staff file.

The Approved Provider/Nominated Supervisor will use best endeavours to:

- Ensure the service is kept clean and in good repair, by regularly checking for hazards.
- Keep completed Incident, Injury, Trauma & illness records securely until the child is 25 years old.
- 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. Request the child be collected from the service or inform parents/guardians if an ambulance has been called.
- Ensure there is a minimum of one educator with a current approved first aid, asthma and anaphylaxis 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.
- Ensure that 'significant incidents' are reported to the regulatory authority as soon as practicable, but within 24 hours
- Review the cause of any incident, injury, trauma or illness and take appropriate action to remove the cause if required.
- Maintain confidentiality at all times.

Early childhood educators will use best endeavours to:

- Record details on the Incident, Injury, Trauma and Illness Record as soon as is practicable but not later than 24 hours after the occurrence.
- Seek further medical attention for a child if required.
- Be aware of the signs and symptoms of trauma and illness
- Be aware of individual children's allergies and immunization 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.

Families will need to:

- Inform the service of their child's particular requirements, and provide any relevant paperwork to the service such as health plans.
- Sign Incident, Injury, Trauma & Illness records within 24 hours of an incident occurring.
- Be provided access to this policy, and relevant health and wellbeing resources from the service.

Links to Legislation & National Quality Standards

- National Quality Standards (2011)
- Education and Care Services National Regulations 2011
- Work Health and Safety Act 2011
- Children and Young Persons (Care and Protection) Act 1998

References

- Policy adapted from CELA
- ACECQA: www.acecqa.gov.au "Key changes to notifications, incidents and complaints from 1 Oct 2017"
- Safe Work NSW 2017

Policy Updated: ___ October 2017 ___ **Policy Review:** ___ July 2018 ___

Adopted by the Management Committee: _____