



Incident, Injury, Trauma and Illness Policy

Policy Statement

We shall ensure that all incident, injuries, traumatic events and illnesses are managed in accordance with legislative requirements with the aim of minimising the impact on the child, children, staff and families.

Parental Permission

Written consent from the child's parent/guardian will be sought through the enrolment process for the Responsible Person to obtain medical attention if required, in keeping with the policies and procedures of the service.

Individual risk minimisation plans will be developed for children who have medical conditions that place children at risk of illness when at the service. These will be developed in conjunction with parents/carers, coordinators, and other medical professionals, if required.

Written consent will also be obtained from the parent/guardian for the use of all health and other personal information which the service has relating to the child, for the purpose of enabling the service to:

- Administer care and assistance to the child, including obtaining emergency or other medical assistance or care;
- Report any injury or illness as required by law.

First Aid

At least one educator with a current first aid certificate and CPR qualification, anaphylaxis and asthma training as required by the Education and Care Service Regulations 2011, will be in attendance at all times while children are being cared for by the service.

Disposable gloves will be worn when administering first aid. Gloves will be disposed of immediately after use, in a way that they are reasonably secure from children and others.

Coordinators will ensure that the following are kept at the service at all times:

- A fully maintained and equipped first aid kit, adequate for the number of children attending the service
- A recognised and current first aid manual
- A cold pack ready to be used for administering first aid
- An adequate number of disposable gloves
- Current emergency contact numbers

These items will be kept in an area that is easily accessible to staff but not to the children.

Immediate procedure upon injury and illness:

If a child becomes ill or injured while attending the service:

- Staff will comfort and calm the children while they assess the situation. An educator qualified in first aid will administer appropriate first aid and assess the child's condition.

For injury and illnesses that are **not deemed as emergencies** the following can be used as a guide:

- All head injuries will be reported to the parent/guardian via phone, notifying them of the circumstances including the treatment administered and whether the child has returned to normal activities as deemed appropriate by first aid qualified educators.
- If necessary, the child will be separated from the other children and made as comfortable as possible.
- If necessary, the Responsible Person will contact the parents/guardians to collect their child as soon as possible. The child will be kept under supervision by staff and their condition monitored until the parents/guardian arrives.
- The incident/illness is to be recorded in the incident, injury and illness record book.

For injuries and illnesses that are **assessed as serious or an emergency** the following is to be used as a guide:

- 000 will be called by an educator

- If a child requires emergency medication (Epipen or Ventolin) and has a medical action plan, a qualified educator will administer it.
- If a child requires emergency mediation (Epipen or Ventolin) and does not have an action plan, medical advice from emergency services can be used and emergency medication can be given to the child if required.
- All attempts will be made to contact the child's parents/guardian.
- If the parent/guardian are unable to accompany the child to the hospital, the Responsible Person or qualified educator who administered the first aid, will accompany the child provided that they leave at least one educator who is qualified with first aid at the service and that the service ratios are still met.
- All costs incurred in obtaining medical attention for a child will be met by the parents/guardians.

Serious Incidents

Serious incidents include but are not limited to:

- The death of a child while attending the service, or following an event while attending the service;
- Any incident involving trauma, injury or illness of a child where medical attention was sought or should have been sought; eg. whooping cough, broken limb, anaphylaxis reaction.
- An incident at the service premises where the attendance of emergency services was sought, or should have been sought.
- If a child appears to be missing or cannot be accounted for; appears to have been taken or removed from the service premises in a way that breaches the National Regulations or is mistakenly locked in or out of any part of the premises.

For all of the above incidents a Notification of Serious Incident will be completed within 24 hours of the incident occurring and reported to the Regulatory Authority.

Recording and Reporting Injuries and Illnesses

An injury/illness report must be completed as soon as reasonably possible after a child suffers an injury or illness. It is to be completed by the educator who administered the first aid to the child.

The information which must be included on the report after a child suffers an injury or illness at the service is:

- The child's name;
- The date and time of the incident
- Details of the incident
- Parents/guardians contacted
- Treatment and outcome of incident
- Staff signature and witness signature
- Parents signature confirming knowledge of the incident

This information contained in the incident report forms must not be used for any purpose except strictly in accordance with this policy and the record keeping policy of this service.

If the incident is deemed serious a Notification of Serious Incident will be completed within 24 hours of the incident.

All incident and illness records are to be kept until the child involved turns 25 years of age.

Date Endorsed
Date for review & Evaluation