

INTRODUCTION

BDCS acknowledges its obligations to provide for the health and safety of children and accordingly must have in place policies and procedures to effectively manage the event of any incident, injury, trauma or illness that may occur within the services.

Educators must recognise that children's innate desire to explore and test their growing capabilities is an essential part of developing their wellbeing and must ensure that this development is balanced with the need to provide a safe environment and reasonably protect children from potential harm.

OVERALL GOALS – What are we going to do?

Our care and education service will:

1. Develop program goals that promote the wellbeing of each child;
2. Establish procedures and practice that minimise the risk of harm to children;
3. Maintain communication with families to ensuring that they are informed of any incidents, injury, trauma and illness to their child/ren as required;
4. Ensure that records of any incident, injury, trauma and illness are documented, transmitted to the relevant authorities/ government departments as required and kept in storage according to regulatory requirements; and
5. Ensure that this policy is implemented in conjunction with our Emergencies and evacuation policy.

OVERALL STRATEGIES – How will it be done?***Incident, Injury, Trauma and Illness Report***

Details entered in the Incident, Injury, Trauma and Illness Record includes 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 and the director / or person in charge, 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 taking the appropriate action to ensure the safety of the children when a hazard is identified.
- 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 Providers and Nominated Supervisors will:

- 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 (regulation 92, 183).
- 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 (regulation 86).
- Ensure that incident, injury, trauma and illness records are kept and stored securely until the child is 25 years old (regulations 87, 183).
- Ensure that there is a minimum of one educator with a current approved first aid 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 in the case of a serious incident, an incident report is completed, and a copy forwarded to the regulatory authority as soon as is practicable but not later than 24 hours after the occurrence.
- Request 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.
- Notify other person/s as authorised on the child's enrolment form when the parents/guardians are not contactable.
- Ensure that regulatory and legislative responsibilities are met in relation to any incident, injury or medical emergency.
- Maintain all enrolment and other medical records in a confidential manner.

- Regularly check 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.
- Review the cause of any incident, injury or illness and taking appropriate action to remove the cause if required.
- Ensure first aid kits are kept up to date at all times and they are accessible across the various environments of the service. Ensure there is also a full first aid kit in the staff room and in the emergency evacuation bag.
- Use their discretion to phone a parent to consult if the child is 'out of sorts' or as the result of an injury.
- Notifying the appropriate regulatory body when required and in the designated time frame – see <https://www.acecqa.gov.au/resources/applications/notification-types-and-timeframes> for these specifications.

Educators will:

- Record 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 (this needs to be completed by a staff member with a first aid certificate).
- 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.
- Isolate the child where practical, such as lying on a bed or cushion within view of an adult, whilst ensuring the child is comfortable and reassured.
- In response to a child registering a high temperature, follow procedures for temperatures (see Dealing with Infectious Diseases Policy), and complete the incident, injury, trauma and illness record as required.
- Try to ensure that first aid is administered to the child by a first aid staff member most familiar to the child.
- Accompany any child in an ambulance and remain with the child if an ambulance is required and a parent unavailable.
- Care for the remainder of the group when another child has an accident, injury or trauma and ensure the educator most familiar with the child injured and who holds a first aid certificate, remains with that child until the parent arrives
- Help supervise other children while the educator is with the injured child
- Complete the Injury in the Workplace Register form for themselves, should they require this during their time at work and notify the Nominated Supervisor immediately.

Families will:

- Be 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;
- Inform the service of their child's particular requirements, and provide any relevant paperwork to the service, such as immunisation status, letters from a medical professional etc;
- Be notified of any incident, injury, trauma, or illness as soon as is practicable, but no later than 24 hours after the noted incident, and will be provided with a copy of the report
- Receive access to this policy and notification of its existence; and the opportunity to provide input into the review and effectiveness of policies and procedures of the service via various methods;
- Be provided access to information on children's development, the service program, and relevant resources (such as Kidsafe, SIDs and Kids, for example) from the service.

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 18 months. 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.

RELATED LEGISLATION

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations
- Work Health and Safety Regulations 2019
- Work Health and Safety Act 2016
- Australian Standards AS3745-2002, Emergency control procedures for buildings, structures and workplaces
- Children and Young Persons (Care and Protection) Act 1998

LINKS TO:

- National Quality Standards: 2.1, 3.1, 7.1.2
- Education and Care Services National Law Act 2010: Section 174(2)
- Education and Care Services National Regulations: Regulations 77, 85, 86, 87, 103, 177, 183

SOURCES

- Australian Children’s Education and Care Quality Authority (ACECQA) – www.acecqa.gov.au
- Education and Care Services National Regulations 2018:
<https://www.legislation.nsw.gov.au/#/view/regulation/2011/653>

Policy Revision History

<i>Date</i>	<i>Authorised By</i>	<i>Description of Amendments</i>	<i>Sections affected</i>
Jan 2021	P. Ritchie – GM		

- **Review Date: Jan 2022**