



## Incident, Injury and Trauma and Illness Policy

### Relevant Legislation

Education and Care Services National Regulations 2011: 12, 85- 88, 89, 103,136-137, 95-96; 98 99103- 106; 161-162; 168(2)(b),(c),(d),(m), 170;174; 175;176(2) (a) (ii), 176(2) (b), ;177(b)(c); 178(b),(c);245.

Education and Care Services National Law Application Act 2010:167

Links to National Quality Area 1 and National Quality Area 6. Element 2.1.1; Element 2.1.4; Element 2.3.2; Element 4.1.1; Element 7.3.3

### Introduction

At Tathra preschool we are committed to providing a safe and healthy environment for all. We recognise that young children have an innate desire to explore and test their growing capabilities which is essential to developing wellbeing. Educators value the importance of understanding all of the elements that contribute to a child's wellbeing. Our philosophy and educational program acknowledges that risk management is inextricably linked to providing a safe environment which reasonably protects children from potential harm.

The health and safety of children is the responsibility of all approved providers and educators. 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 program by law.

### Policy Goals

We will:

- ❖ Develop program goals that promote the wellbeing of each child;
- ❖ Establish procedures and practice that minimise the risk of harm to children;
- ❖ Maintain communication with families to ensuring that they are informed of any incidents, injury, trauma and 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 and Communities as required and kept in storage according to regulatory requirements; and
- ❖ Ensure that this policy is implemented in conjunction with our Emergencies and Evacuation Policy, First Aid Policy and Infectious Diseases Policy.

## Strategies: What will we do?

The approved provider, nominated supervisor and educators will consider the development of children's well-being as paramount to the educational philosophy of the service. All educators will be aware of the development of wellbeing, and children's emerging capabilities, and plan the program accordingly.

The procedures of Tathra Preschool will include the following:

### Approved Providers will:

- Notify the Regulatory Authority of any serious incident at the education and care service, the death of a child, or complaints alleging that the safety, health or wellbeing of a child was, or is, being compromised.

### Nominated Supervisors will:

- Ensure that educators are rostered so that at least one educator who holds a current approved first aid qualification is present at all times that the children are being educated and cared for by the preschool;
- Ensure the preschool holds the correct number of suitably equipped, and maintained first aid kits;
- Ensure that all staff are aware of the completion of appropriate records (See Attachment 1 – *Injury, incident, trauma and illness Report* ) in the event of any incident, injury, trauma or illness to children whilst in the care of Tathra Preschool, and that this information is completed no later than 24 hours after the incident occurred);
- Make sure that all staff are aware of the appropriate accessibility for approved officers and families to these records and the appropriate storage of these records according to regulatory requirements;
- Complete an audit of the Injury, incident, trauma and illness reports to reflect on the effectiveness of the procedures in place at the service;
- Give staff access to appropriate up to date information, or professional development on the management of incidents; and
- Make certain that all staff have access to the Regulations and Law and are aware of their responsibilities under these through staff induction to the service and that position descriptions reflect this responsibility.

### Educators will:

- 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 and age appropriate;
- 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;

- Seek further medical attention for a child if required;
- Be aware of the signs and symptoms of illness/trauma, and update their understanding as part of their ongoing professional development;
- 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 and symptoms, 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;
- Check that equipment and furniture in the service is well maintained and that any materials that may be hazardous are removed or repaired.
- Ensure that hazardous items are inaccessible to children; and
- Be involved in regularly reviewing and discuss policy and procedure and consider any improvements that need to be made to this policy.

**Families will:**

- Be informed of policies and procedures upon enrolment with regards to first aid, illness whilst at the preschool, and exclusion practices, including immunisation status and illnesses at the preschool.
- Inform the preschool of their child's particular requirements, and provide any relevant paperwork to the preschool.
- 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.
- Have 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.
- Be informed that all costs incurred in ensuring prompt medical attention for a child will be met by parents/guardians.

## Evaluation

Educators respond in a timely manner to any incident, and documentation is completed, shared, and stored as appropriate. Regular reviews of procedures and policy are implemented.

Please note: Attachment 1 in this policy, refers to the preschool's "**Incident, Injury, Trauma and Illness**" Report.

Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities and are practised and implemented.

## Procedures and Forms

- Attachment 1 :Managing a child with a Temperature
- Enrolment Form.
- Enrolment and Orientation Procedures
- Enrolment handbook
- Individual Care Plans.
- First Aid Box check list
- Accident Plan.
- Accident, illness, trauma report
- Procedure for a child transported to hospital
- Emergency Contact Details all displayed.
- CPR chart displayed.
- Authority to Administer Self-administer medication Form
- Serious Injury Notification: go to Australian Children's Services and Care Authority (ACECQA). To notify the regulatory authority using the form SI01 go to : [www.acecqa.gov.au](http://www.acecqa.gov.au) then send the completed form to [ececd@det.nsw.edu](mailto:ececd@det.nsw.edu)

## Links to other Policies

- Enrolment Handbook
- Enrolment and orientation Policy
- Accidents, Emergencies and First Aid.
- Emergency Procedures.
- Confidentiality and Privacy policy
- Enrolment and Orientation
- Excursions
- Health Hygiene and Infection Control
- Infectious Diseases
- Medication and Medical Conditions
- Acceptance and Refusal of Authorisations Policy.
- Staff induction and Orientation Policy.
- Work Health and Safety Policy
- Child Protection Policy

## Sources and References

DEEWR child Care Services Handbook 2011-2012. (Department of Education, Employment and Workplace Relations). Website : [www.deewr.gov.au](http://www.deewr.gov.au)

Tathra Preschool Enrolment Handbook.

Privacy Law. Access website [www.privacy.gov.au/law](http://www.privacy.gov.au/law)

UNICEF (n.d) fact sheet: A summary of the rights of the child under the Convention on the Rights of the child (March 2011). [www.unicef.org](http://www.unicef.org)

Guide to the National Quality Standard ACECQA (2011)

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations ACEQA (2011).

The Manuel- Managing a Children’s Service-Community Child Care Co-operative (2009)  
Health and Safety in Children’s Services Model Policies and Practices- 2<sup>nd</sup> Edition revised (2003).

Staying Healthy in Child Care – Preventing Infectious Diseases in Child Care - 4th Edition (2010).

NSW Ministry of Health: [www.health.nsw.gov.au/](http://www.health.nsw.gov.au/)

National Health and Medical Research Council

**Date Adopted**

December 2012

**Review Date**

2017 Updated  
2012 review or when procedure,  
practice or legislation changes.

# Appendix1

## Managing Serious incidents

One form of 'serious incident' is where there has been 'an injury or trauma to, or illness of, a child' for which the attention of a medical practitioner was sought or ought reasonably to have been sought or the child attended, or ought reasonably to have attended, a hospital (Regulation 12(b)).

The intent of the National Regulations is to ensure that regulatory authorities are notified of incidents that seriously compromise the health, safety or wellbeing of children. The notification of such incidents informs the regulatory authority that a serious incident has occurred so that it is able to take appropriate action, for instance an Authorised Officer may contact the service to seek further information or visit the service to investigate the matter.

If the attention of a medical practitioner was sought or the child attended hospital in connection with the injury, trauma or illness the incident is a 'serious one' and must be notified. To help you decide if an injury, trauma or illness is a 'serious incident' in other cases use the questions below:

- Was more than basic first aid needed to manage the injury, trauma or illness?
- Should medical attention have been sought for the child?
- Should the child have attended a hospital or an equivalent facility?

If it is not practical to notify the regulatory authority using the form SI01, the important thing is for the notification to be made within 24 hours. Notification can be made initially in whatever way is best in the circumstance

### **A serious indent includes:**

- The death of a child while attending a service, or following an incident while attending a service
- Any incident where you sought medical attention for injury, trauma, or illness of a child
- any incident at the service premises where you requested the emergency services
- 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 locked out of any part of the service premises.

### **The Approved Provider will ensure:**

- Any serious incident occurring at the preschool will be documented on a SI01 Notification of serious incident form and A copy of the incident report will be provided to the family as soon as possible; and
- Educators and staff are aware of the procedures around managing serious incidents

#### The Nominated Supervisor or responsible person will:

- Notify parents of any serious incident; and
- Arrange for medical intervention if required.
- Contact the Approved Provider (management committee representative ) to advise them of the situation;
- Notify the regulatory body within 24 hours of the incident;
- Arrange for trauma counselling for all those who may need it;
- In the event of a child's death, contact the police, who should advise the child's parents/guardians in person and assist them with transport to the preschool or hospital;
- Contact the parents/guardians of the other children to advise them of an emergency, and request they arrive to pick up their children as soon as they are able. On arrival families will be advised about the death, or serious injury of the child and will be given information about trauma counselling for their child if needed;
- At the end of the day hold a debriefing session with all educators/staff and provide information about trauma counselling for those who need it.
- Notify the insurers and provide them with a copy ***Injury, incident, trauma and illness Report***
- Accidents which result in death or injury to employees must be reported to the NSW Work Health and Safety Authority.

#### Educators and staff will:

- Manage serious incidents as per this policy and the ***First Aid Policy***;
- Notify the Nominated Supervisor immediately after the serious incident has occurred.
- Comfort children and be aware that some children may have shock reactions to the incident. Educators will do all they can to ensure each child's health and well-being, and will apply appropriate first aid in response to children's shock reactions.

## Appendix2

### Illness and Management of unwell children

Our preschool operates to provide care for well children and we aim to ensure a safe and healthy environment for all children in our care. Our preschool is not able to provide the 1:1 support that a sick child requires to ensure their wellbeing. In addition we recognise our responsibility to take steps to ensure we do not compromise the health and safety of other children and staff members.

Sick children, as defined below, cannot be admitted to the centre to safeguard the health of other children and staff members.

#### Exclusion criteria

A child who has any of the following symptoms cannot be admitted to the preschool:

- Ear, eye or discoloured nasal discharge;
- An undiagnosed rash;
- High temperature; (see High Temperature Indicator below)
- Infectious sores or diseases; (children need a Doctor's clearance before re-admittance)
- Vomiting and/or abnormally loose bowel actions for that child (exclude for 24 hours after last bout). Our service will contact their local public health unit when 2 or more children or staff present with a gastroenteritis illness at the same time.
- any obvious signs of ill health (children with asthma - obvious difficulty breathing, barking cough, rib retraction etc.).

Staff with symptoms listed above will not attend work or will be replaced and sent home if they start to display these symptoms while at work. If a staff member has a work-caused illness it will be notified to the WHS regulator as required by work health and safety legislation.

#### Onset of illness at the preschool

If a child becomes unwell whilst at the preschool, the parents/guardians will be notified and asked to pick the child up and remove him or her from care as soon as possible. All illness at the service is recorded on an **Accident/Illness/Trauma Report Form**.

If parents/guardians and/or emergency contacts cannot be contacted or cannot collect the child, relief educators will be employed to care for the child at the parent/guardian's expense. This is to ensure the child can be properly cared for away from the other children (thus reducing the risk of spread of any infection), and the required educator: child ratios are maintained for the remainder of the children in care. This information will be provided to families at the time of enrolment.

If a child has a temperature over 37.2 degrees and is also displaying signs of ill health such as drowsiness, paleness, breathing difficulty, less urine than usual or any of the

symptoms listed in the exclusion criteria above, the child's parent/guardian will be notified and asked to take the child home. If the parent/guardian cannot attend to collect the child, an ambulance will be called. While waiting for the ambulance educators will take physical steps to try to reduce the child's temperature i.e. removing excess clothing, laying child in a cool place, encouraging the child to drink cool water etc.

## Attachment 3

### Managing a child with a Temperature

A digital thermometer will be used to assess the child's temperature. Medical practitioners consider that a temperature 37.2 degrees centigrade is at the lower end of the range of temperatures. Staff and educators will monitor the child who has a temperature of 37.2 degrees and when the temperature reaches 37.5 - 38 degrees, call the ambulance if the parent/guardian has not arrived to collect the child. However, if other symptoms are present it may be imperative to call the ambulance earlier. Over the counter (OTC) medication should NOT be administered to the child with a temperature. Medical authorities warn that identifying the cause of a high temperature is vital and that administration of OTC medications may mask signs of serious illness.

Where a parent/guardian is asked to seek medical advice regarding their child's health, the service will provide (for the Doctor's information), details about the child's symptoms and any illnesses that have recently affected children or educators/staff attending the service. All names other than the said child will be kept confidential. The Doctor will be asked to complete a **Doctor's Clearance medical Certificate** to pronounce the child fit for child care and that other children are not at risk of infection through exposure to this child, before the child can return to the preschool.

In the event of an outbreak of a communicable disease at the service, educators, staff, families, visitors and the local public health unit will be notified immediately and in accordance with the NHMRC recommended notifiable diseases, to help minimise the number of children or staff that become unwell

### Procedure

If a child has a temperature higher than 38.0°C whilst at the preschool then:

- The staff/educator will contact the nominated emergency contact person to advise that the child has a high temperature to make arrangements for the child to be collected.
- If staff/educator cannot contact the parent/guardian you or nominated emergency contact person/s then we will an ambulance.
- In any event, if the child's temperature continues to rise to 38.5°C, the preschool staff will call an ambulance.