

### Policy Statement

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.

Under the national legislation, an education and care service must record details in the Incident, injury, trauma and illness record 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.

At Tathra Preschool we value enrolment orientation to **ensure** a shared understanding of roles and possibilities regarding incident, injury, trauma, and illness. We are committed to providing a safe and healthy environment for all. 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. 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 the elements that contribute to a child's wellbeing. Our philosophy and educational program acknowledge that risk management is inextricably linked to providing a safe environment which reasonably protects children from potential harm.

### Policy Goals

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 preschool. Young children's innate desire to explore and test their growing capabilities is essential in developing wellbeing. Educators must consider their understanding of all 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.

## Strategies: How will it be done?

### 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 preschool, 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 preschool notified, or attempted to notify, of any incident, injury, trauma or illness that a child suffered while being educated and cared for by the preschool, 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.
- 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 record 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

- Consideration is given to the planning of the physical environment and experiences to ensure that those 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.
- 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 Provider will ensure:

- The premises are kept clean and in good repair.
- That completed medication records are kept until the end of 3 years after the child's last attendance (regulation 92, 183).
- 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 preschool (regulation 8).

- Incident, injury, trauma, and illness records are kept and stored securely until the child is 25 years old (regulations 87, 183).
- A minimum of one staff member or one Nominated Supervisor at the preschool with a current approved first aid, asthma, and anaphylaxis management qualification on the premises at all times.
- Children's enrolment forms provide authorisation for the preschool to seek emergency medical treatment by a medical practitioner, hospital or ambulance service and transportation of the child by an ambulance service.
- 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 timeframe

**Nominated Supervisor will:**

- Notify parents/guardians immediately after an incident, injury, trauma, or medical emergency, or as soon as is practicable.
- Request the parents/guardians make arrangements for the child or children involved in an incident or medical emergency to be collected from the preschool 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 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.
- Review the cause of any incident, injury or illness and taking appropriate action to remove the cause if required.

- Notify families of this policies existence and providing them with access.
- Providing access to information on children’s development, the preschool program, and relevant health and wellbeing resources from the preschool.

**Early Childhood Educators and Responsible Persons 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.
- 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 monitor any symptoms 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.
- Responding to any incident, injury, or illness by following their duty of care and preschool policies.

**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. Enrolment orientation is an important part of this process.
- Inform the preschool of their child’s health and safety needs and provide any relevant paperwork to the preschool, such as immunisation status, health plans, allergies prior to the child starting. This is a condition of enrolment.

## Monitor, 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 preschool will review this Policy every 3 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 preschool will ensure that families of children enrolled at the preschool 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 preschool; a family's ability to utilise the preschool; the fees charged or the way in which fees are collected.

### Relevant Legislation

- 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 AS 3745- 2010 Planning for emergencies in facilities.

### Related Guidelines, Standards and Frameworks

- 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 and References

- ACECQA – [www.cecqa.gov.au](http://www.cecqa.gov.au)
- ACECQA Sample forms and templates, Incident, injury, trauma and illness record- [www.cecqa.gov.au/resources/applications/sample-forms-and-templates](http://www.cecqa.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](http://www.nhmrc.gov.au/about-us/publications/staying-healthy-preventing-infectious-diseases-earlychildhood-education-and-care-services).
- 2021, Community Early Learning Australia (CELA).

### Updated

April 2024

### Review Date

2027 or when procedure, practice or legislation changes.