Hills Grammar

Incident, Injury, Trauma and Illness Policy

Policy Statement

The health and safety of children in the ECEC is the responsibility of all educators. Policies and procedures (including documented records) must be in place to effectively manage the event of any incident, injury, trauma or illness that occurs. Educators need to ensure that educational programs balance the importance of risk management with children's needs and interests to provide a safe environment and to protect children from potential harm.

Under the national legislation, ECEC must record details in the Incident, Injury, Trauma and Illness Report 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.

Rationale

Educators will support the safety of all children who are enrolled in the ECEC. Any incident, injury, trauma and illness will be documented and will be stored confidentially. Serious records of such incident, injury, trauma or illness will be transmitted to the Regulatory Authority. Educators will maintain communication with families to ensure that they are informed of any incidents involving injury, trauma and illness to their child as required. Educators will also establish procedures and practice that minimise the risk of harm to children. The Nominated Supervisor and educators will consider the development of children's wellbeing as paramount to the educational philosophy of the ECEC. All educators will be aware of the children's emerging capabilities and will plan the program accordingly.

Strategies

Nominated Supervisor will:

- Oversee the premises are kept clean and in good repair.
- Notify the Regulatory Authority of any serious incident at the ECEC, including the death of a child, or complaints alleging the safety, health or wellbeing of a child was, or is, being compromised.
- Ensure that a parent / guardian of the child is notified as soon as is practicable, but no later than 24 hours after the occurrence, if the child is involved in any incident, trauma or illness while at ECEC.
- Ensure that any incident, illness, trauma or illness records are stored confidentially until the child is 25 years old.
- Ensure that completed medication records are kept until the end of 3 years after the child's last attendance at the ECEC.
- Ensure that an educator who holds a first aid certificate and emergency and anaphylaxis and asthma training is always available on site.
- Ensure the ECEC holds first aid kits that are suitably equipped and maintained.
- Ensure that children's enrolment forms provide authorisations for the ECEC to seek emergency medical treatment by a medical practitioner, hospital or ambulance service.

- Request that parents / guardians make arrangements for the child or children involved in an incident or medical emergency to be collected from the ECEC or inform parents / guardians if an ambulance has been called.
- Ensuring that 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 time frame.
- Ensuring that regulatory and legislative responsibilities are met in relation to any incident, injury or medical emergency.
- Notify other person/s as authorised on the child's enrolment form when the parents / guardians are not contactable.
- Inform staff of the appropriate storage of these records according to regulatory requirements.
- Give staff up to date information or professional development on the management of incidents.
- Ensure staff are supervising the children and positioning themselves in both the indoor and outdoor environments that allows sight of all children.
- Regularly check equipment in both the 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, trauma or illness and take appropriate action to remove the cause if required.
- Ensure the correct staff to child ratio is followed at all times.
- Review and update the Risk Management Plan for the ECEC.
- Ensure that all staff have access to Regulations and the Law and are aware of their responsibilities under these.
- Ensure the following details are recorded on the incident, injury, trauma form:
    - Name and age of the child.
    - The circumstances leading to the incident, injury or trauma.
    - The time and date the incident occurred, the injury that was received or the child was subjected to the trauma.
    - The action taken by the ECEC, including any medication administered, first aid provided or medical personnel contacted.
    - Details of any person who witnessed the incident, injury, trauma.
    - The name of any person the ECEC notified, or attempted to notify, of any incident, injury, trauma that a child has suffered while being educated and cared for by the ECEC, 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.
    - A signature of a parent / guardian to verify they have been informed of the occurrence.
- Ensure the following details are recorded on the ECEC Illness Form:
    - Name and age of the child.
    - Any relevant circumstances surrounding the child becoming ill or the apparent onset of symptoms.
    - The time and date of the apparent onset of the symptom.
    - Details of action taken by the educator in relation to any illness.
    - The name of any person the ECEC notified or attempted to notify 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.
- All information will be included in the Incident, Trauma and Illness report as soon as is practicable, but no later than 24 hours after the incident, injury or trauma, or the onset of the illness.

Educators will:

Regarding children, educators will:

- 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 use this knowledge when attending or responding to any incident, injury or illness.
- Respond to children showing signs of illness and monitor the symptoms of the child, and record details as appropriate. Educators will contact the child's authorised person to inform them of the illness signs and/or to request the collection of the child.
- In response to a child registering a high temperature (38 degrees or above), follow procedures for temperatures and complete the Temperature Record as required.
- Ensure all children are being supervised and that the correct ratios are followed.
- 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.

Regarding the environment, 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.
- Inform Maintenance of any part of the ECEC which may not be safe and organise for these things to be fixed.
- Maintain appropriate work health and safety standards when attending to children's injuries and applying first aid.
- Regularly check that equipment and furniture in the ECEC is well maintained and that any materials that may be hazardous are removed or repaired.
- Ensure hazardous items are not accessible to children.
- Remind children of the safety risks before walking through the School or moving between environments.

Regarding completing an incident, injury, trauma and illness form, educators will:

- Complete an incident, injury, trauma and illness form after the child has been attended to but no later than 24 hours after the occurrence.
- Ensure the correct details of the incident are recorded on the form, including a witness and explanation of the injury that the child sustained.
- Ensure the personal information such as the child's address is recorded on the form.
- Contact the family if the incident is considered more serious than a scratch, graze or bump or for any injury to the child's head.
- Provide families with a mild head injury fact sheet whenever the child has a head trauma.
- Make contact with the child's family when they arrive to pick up their child. Explain the incident and the information recorded on the form.
- Ask the family to sign, date and place a time of departure on the form.
- Offer the incident, injury, trauma and illness form to the family and if they would like to have it, photocopy it and give the original copy to the family and keep the copy on file at ECEC.

Families will:

- Inform the ECEC staff of their child's particular requirements and provide any relevant paperwork to the ECEC, such as immunisation status, letters from a medical professional etc.
- Be notified of any incident, trauma or illness as soon as practicable and will be provided with an original copy of the report.
- Be provided access to information on children's development, the ECEC curriculum and relevant health and wellbeing resources from the ECEC.

Statutory Legislation and Considerations

Education and Care Services National Law Act 2010

Education and Care Services National Regulations

Guide to the National Quality Standard ACECQA

Sources

Community Early Learning Australia www.cela.org.au

Australian Children's Education and Care Quality Authority (ACECQA) www.acecqa.gov.au

Australian Childcare Alliance www.childcarealliance.org.au

Staying Healthy in Childcare 6th Edition

Fact Sheet – Mild Head Injury - concussion_and_mild_head_injury-en.pdf (nsw.gov.au)

Review

This policy is reviewed by management, employees and families as required or when legislative requirements change.

Families and staff are essential stakeholders in the policy review and will be given opportunity and encouragement to be actively involved.