



Children's Incident, Injury and Trauma Policy

Aim:

Wherever children play there is an ever-present risk of an accident. First Aid knowledge and appropriate response is an essential skill for all educators in order to fulfil their duty of care. The aim of this policy is to:

- To provide clear guidelines for staff to respond quickly to accidents and injuries to children.
- To maintain effective workplace health and safety procedures which will minimize the risk of cross infection to staff, children and others using the service.

The Nominated Supervisor and all educators are responsible for ensuring that the centre provides a safe and protected environment. Children will be adequately supervised at all times, in accordance with the Education and Care Services National Regulations for each age, and minimize the potential hazards as soon as possible. All staff will maintain current first aid training to implement the appropriate procedures to all children in care.

Legislative Requirements /Sources:

Education and Care Services Regulations 2011

| | |
|-----|---|
| 12 | Meaning of serious incident |
| 85 | Incident, injury, trauma and illness policies and procedures |
| 86 | Notification to parents of incident, injury, trauma and illness |
| 87 | Incident, injury and illness record |
| 183 | Storage of records and other documents |

National Quality Standards (NQS)

| | | |
|-------|-----------------------------------|--|
| 2.1 | Health and safety | Each child's health and physical activity is supported and promoted |
| 2.1.2 | Health practices and procedures | Effective illness and injury management and hygiene practices are promoted and implemented |
| 2.2 | Safety | Each child is protected |
| 2.2.1 | Supervision | At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard |
| 2.2.2 | Incident and emergency management | Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented |

Sources:

- Kidsafe: kidsafe.com.au
- Australian Children's Education and Care and Quality Authority (ACECQA) policy guidelines
- Health NSW: health.nsw.gov.au

Definitions:

Medical attention: includes a visit to a registered medical practitioner or attendance at a hospital.

Minor incident: an incident that results in an injury that is small and does not require medical attention but first aid treatment only

Examples of minor incidents include:

- Bump
- Scratch
- Bite

Notifiable incident: any incidents that seriously compromise the safety, health or wellbeing of children.

Examples of notifiable incidents include:

- Diphtheria
- Mumps
- Poliomyelitis
- Haemophilus influenza Type B (Hib)
- Meningococcal disease
- Rubella

- Measles
- Pertussis (whooping cough)

Trauma: is when a child feels intensely threatened by an event he or she is involved in or witnessed.

Types of events that might be traumatic for children include:

- Accidents
- Injuries
- Serious illness
- Natural disasters
- Assault
- Threats of domestic violence
- Neglect or abuse (see Child Protection Policy)

Serious Incident: A serious incident (regulation 12) is defined as any of the following:

A serious incident should be documented as an incident, injury, trauma or illness as soon as possible and **within 24 hours** of the incident, with all evidence attached.

- The **death of a child** while being educated and cared for by the service or following an incident while being educated and cared for by the service
- Any **incident involving a serious injury or trauma to a child** while that child is being educated and cared for, which:
 - a reasonable person would consider required urgent medical attention from a registered practitioner; or
 - a child attended or ought reasonably to have attended hospital e.g. broken limb
 - an **incident involving serious illness of a child** while that child is being educated and cared for by a service which the attended, or ought reasonably to have attended, **a hospital** e.g. severe asthma attack, seizure or anaphylaxis
- Any emergency for which **emergency services** attended.
 - NOTE: this means an incident, situation or event where there is imminent or severe risk to the health, safety or wellbeing of a person at an education and care service. It does not mean an incident where emergency services attended as a precaution.
- A child appears to be **missing and cannot be accounted for** at the service
- A child appears to have been **taken or removed** from the service in a manner that contravenes the National Regulations
- A child is mistakenly **locked in or locked out of the service** premises or any part of the premises.

| |
|------------------------|
| Implementation: |
|------------------------|

The Nominated Supervisor will:

- The Nominated Supervisor/Responsible Person will assess the play area and equipment where an accident occurs, discussing with educators about how it occurred and ensuring the space is safe. From discussion, strategies will be implemented to prevent further injuries occurring
- The Nominated Supervisor will communicate injuries and accidents which are (or have the potential to be) an insurance claim, in the first instance to our insurer
- Emergency telephone numbers, including the Poisons Information Centre (13 11 26) will be displayed near the telephone and attached to the emergency evacuation bags.
- The service emergency evacuation plan and resuscitation poster will be placed in prominent places indoors and outdoors.
- Incident, accident and illness forms are collated at the end of each month and evaluated. Strategies are implemented as to how to reduce risk to children. These are discussed at monthly staff meetings.
- The Approved Provider or Nominated Supervisor will notify Regulatory Authorities within 24 hours of any serious incident at the service, logging into the NQA IT System and completing SI01 notification form.
- The Nominated Supervisor will notify the Regulatory Authority **within 7 days** of any circumstances arising at the service that pose a risk to the health, safety and wellbeing of the child.
- The Nominated Supervisor will notify the Chairperson and management committee if the incident

Educators will:

- Educators will supervise play areas and equipment on a daily basis to prevent accidents and a safety checklist is completed.
- Educators will ensure incident, accident and illness forms are completed in a timely manner, ensure it is completed correctly and that the Nominated Supervisor is made aware of the incident, accident or illness **within 24 hours**.
- Educators will ensure parents/guardians are made aware of the incident, accident or illness **within 24 hours**.
- Educators will notify the Nominated Supervisor of a serious incident if they are on leave and notify the Responsible Person in charge for the day.

Incident, Accident, and Illness Forms

When completing an incident, accident and illness form the following information must be included:

- Child's name
- Child's date of birth
- Time and date the incident occurred
- Circumstances leading to the incident
- Action taken e.g. medical treatment
- Details of witnesses
- Names of any people notified or attempted to notify
- Name, qualification and signature of person making report
- Name, signature, and date of the Nominated Supervisor
- Name, signature, date and time of parent/guardian to verify they have been notified

All completed incident, accident and illness forms will be kept in individual children's file and kept until the child is 25 years of age.

Procedure for a child with a minor injury:

1. Comfort the child and a permanent staff member with current first aid certificate applies first aid if necessary
2. If injury is minor such as a scratch or graze and not requiring first aid, a staff member from that room will inform the child's parents at pick up time.
3. If the injury is minor but requires first aid, the staff member caring for the child completes the accident/ injury form and informs the child's parents via phone if the injury is to the head or private area at the discretion of the Room Leader/ Nominated Supervisor.
4. Notify the Nominated Supervisor of any accidents requiring first aid treatment
5. Discuss with the Nominated Supervisor whether to contact the child's Parent/Guardian by phone or whether they will need to collect their child. Contact the Parent/Guardian, depending upon the extent of injury, to explain what has happened and the treatment given to the child. Reassure the Parent/Guardian as to avoid panic and confusion. If a child has sustained an injury to the head or a private area the parent will be notified by phone.
6. If a minor accident requires medical attention, contact Parent/Guardian or an emergency contact person to collect the child. Staff will not accompany the child to a medical centre. Where the Parent/Guardian or emergency contacts cannot be contacted and the child requires medical treatment, an ambulance will be called.
7. A staff member from the child's room is responsible for ensuring the accident form is signed and completed within 24hrs and nominated supervisor is informed of this within 24hours.
8. Ensure all educators are aware of the accident so they can inform the parents. Make sure the parent reads the report and signs it acknowledging the accident. Parent will be asked if they would like a copy of report and will be handed the report from an educator. A copy will also be kept in the child's file and stored when the child leaves the service until they are 25 years old.

Procedure for a child with a serious injury:

1. Comfort the child and a permanent staff member with a current first aid certificate applies first aid if necessary
2. Notify the Nominated Supervisor of any accidents requiring first aid treatment
3. A permanent staff member is to call a Parent/Guardian first and then an emergency contact if parents are uncontactable to collect the child.
4. If injury requires urgent medical attention, a permanent staff member is to call for an ambulance with parents being contacted by a staff member straight after to be informed of the injury and notifying them of an ambulance being called.
5. In case of severe injuries ring an ambulance for the child to be taken to the nearest hospital for treatment. Two educators will travel with the child, if the Parent/Guardian is not present, one in the ambulance and the other in their own car. The educator travelling to hospital needs to take child's completed accident/injury form and enrolment form when seeking medical treatment. The Nominated Supervisor will contact the child's parent to explain what has happened and to meet staff at the casualty section of the hospital. Relief staff will be contacted to comply with child/staff ratios for their period of absence.
6. The Nominated Supervisor will be notified within 24 hours of this incident and Nominated Supervisor Responsible Person will lodge a serious incident form (S101) via the ACECQA website.
7. In cases of the child requiring medical attention or hospitalisation, the Nominated Supervisor must forward a full account of the accident to Department of Education, ACECQA and NSW Health Department.
8. The Nominated Supervisor or the Educator that communicated with the child's Parent/Guardian will call the child's Parent/Guardian the following day to check up on the child's injury and recovery.

9. The Nominated Supervisor will evaluate the accident location to determine if any changes can be made and inform the insurance company if required.

Last Reviewed: September 2023

Next Review: September 2024