

INCIDENT, INJURY, TRAUMA AND ILLNESS

Quality Area 2: Children's Health and Safety

Standard 2.1: Each child's health is promoted

Standard 2.3: Each child is protected

Quality Area 3: Physical environment

Standard 3.1: The design and location of the premises is appropriate for the operation of a service

Quality Area 4: Staffing arrangements

Standard 4.1: Staffing arrangements enhance children's learning and development and ensure their safety and wellbeing

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DEFINITIONS

Trauma

An event or a series of events during which a child feels helpless and pushed beyond their ability to cope. There are a range of different events that might be traumatic to a child, including accidents, injuries, serious illness, natural disasters, war, terrorist attacks, assault, and threats of violence, domestic violence, neglect or abuse. Parental or cultural trauma can also have a traumatising influence on children.

Serious Incident

(a) The death of a child:

(i) while being educated and cared for by an education and care service or

(ii) following an incident while being educated and cared for by an education and care service.

(b) Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an education and care service, which:

(i) a reasonable person would consider required urgent medical attention from a registered medical practitioner or

(ii) for which the child attended, or ought reasonably to have attended, a hospital.

e.g whooping cough, broken limb, anaphylaxis reaction

(c) any incident where the attendance of emergency services at the education and care service premises was sought, or ought reasonably to have been sought

(d) any circumstance where a child being educated and cared for by an education and care service

(i) appears to be missing or cannot be accounted for or

(ii) appears to have been taken or removed from the education and care service premises in a manner that contravenes these regulations or

(iii) is mistakenly locked in or locked out of the education and care service premises or any part of the premises.

PURPOSE When groups of children play together and are in new surroundings accidents may occur. Our service is committed to preventing illness and reducing the likelihood of accidents through its risk management and effective hygiene practices.

POLICY Family day care educators respond promptly when dealing with an incident/Injury/Trauma or Illness; detailed and accurate records are made and kept for the required time

Accident /emergency

- Parents provide emergency contact details and authority to seek emergency medical, dental and other emergency treatment on the enrolment form including ambulance and update this information when required
- Family day care educator keeps a copy of emergency contact numbers, parents' contact numbers accessible.
- On excursion or outings, family day care educators take with them emergency and parent contact numbers
- Family day care educators have access to the service's emergency out of hours contact number
- If an accident occurs, family day care educator or staff member applies appropriate first aid if applicable and contacts the parents as soon as practical; if child is not well enough to remain in care educator and parent arrange for early collection
- if a parent later informs that medical, dental or hospital treatment was required, the educator must immediately inform the nominated supervisor (see serious incident) The nominated supervisor can be contacted via the emergency contact number if outside office hours.

If the incident is serious and requires medical, dental or hospital treatment (including if a child has a convulsion, uncontrollable bleeding or stops breathing), the family day care educator:

- administers emergency first aid whilst calling for an ambulance—family day care educator may be able to relay information through another household member or an older child on the phone
- contacts the service office immediately (use the emergency contact number if outside office hours)
- service staff will inform the parents and can assist in care of the other children in care; in the event a parent cannot be contacted, the service will make ongoing attempts as well as phone any emergency contacts
- In the case of poisoning, family day care educator administers any essential first aid, determines the substance consumed if possible, and phones 000 or 131126 to seek advice from poisons information (NB family day care educator does not induce vomiting unless under instruction from Poisons Information); family day care educator contacts the nominated supervisor immediately who will contact the family; service staff assists family day care educator with care of other children if require and there is availability of staff
- Family day care educators record all incidents using Incident Injury Trauma and illness Report forms and consult the coordination unit regarding the possible necessity to complete a Public Liability Incident Report which is sent to the Insurance company; service staff provides a copy of the Incident Injury Trauma and illness report to the child's

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parent if requested

- in the event of a serious incident, the service staff will provide immediate support to family day care educators and make referrals for appropriate de-briefing to agencies or professional counselling
- the nominated supervisor will notify the NSW Early Childhood Education and Care Directorate and the Department of Education and Communities if they are aware of a serious accident involving a child attending the service; being an accident that requires the child to receive medical, dental or hospital treatment, or where a child dies

Incident, injury, trauma and illness reports will include the following information:

- Details of the injury, trauma or illness in relation to the child
- The child's full name and date of birth
- The time and date of the incident
- The circumstances leading to the event (accident, injury or onset of symptoms)
- Details of the actions taken by the educator / staff member
- Any medication administered or first aid applied
- The name of any medical personnel contacted
- Details of any person who witnessed the incident, injury or trauma
- The name of any person—whom the education and care service notified or attempted to notify (parents etc), including the time and date of the notifications or 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 Incident, Injury, Trauma and Illness reports will be kept by the educator and the service until the child reaches the age of 25 years. If the incident is the death of a child reports must be kept for 7 years from that date.

Source:

- Education and Care services National Regulations 2011
- Guide to the National Quality Standards

Associated Forms/information:

- Incident, Injury, Trauma & Illness report
- Incident Report—Public Liability
- Notification of Serious Incident
- Family enrolment form

Failure to comply with this policy may result in disciplinary action or termination of employment or registration as an educator

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