

## Incident, Injury, Trauma and Illness Policy

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### Policy Statement

Under the national legislation, an education and care service must record details in relation to any Incident, Injury, Trauma and Illness 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.

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.

### Goals / What will Castle Hill Fun House do?

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 service. Children's innate desire to explore and test their growing capabilities is essential in developing wellbeing. Educators must consider their understanding of all of 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 Castle Hill Fun House ensure the goal is being met?

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

### Why is this policy in place?

The Education and Care Services National Regulations require approved providers to have a policy in place in relation to incident, injury, trauma and illness policy (Reg 168 (2)(b))

### Roles and Responsibilities

Role	Authority / Responsibility For
<p>Approved Provider/Centre Manager(Nominated Supervisor)/Work Health &amp; Safety Officer</p>	<ul style="list-style-type: none"> <li>• Ensure the service operates in line with the Education and Care Services National Law and National Regulations 2011</li> <li>• Ensure educators receive regular training in managing specific health care needs such as asthma management, anaphylaxis management and any other specific procedures that are required to be carried out as part of the care and education of the child with specific health needs.</li> <li>• Ensuring that all employee approved first aid qualifications, anaphylaxis management training and emergency asthma management training is current, meet the requirements of the National Act (Section 169(4)) and National Regulations (Regulation 137), and are approved by ACECQA (refer to Sources).</li> <li>• at least one team member or one nominated supervisor of the service who holds a current approved first aid qualification will be in attendance (Regulation 136(a))</li> <li>• at least one team member or one nominated supervisor of the service who has undertaken current approved anaphylaxis management training (Regulation 136(b))</li> <li>• at least one team member or one nominated supervisor of the service who has undertaken current approved emergency asthma management training. (Regulation 13(c))</li> <li>• Notify the regulatory authority within 24 hours of any incident involving a serious injury or trauma to a child while that child is being educated and cared for, including any incident involving serious illness of a child while that child is being educated and cared for by a service for which the</li> </ul>

	<p>child attended, or ought reasonably to have attended, a hospital e.g. severe asthma attack, seizure or anaphylaxis.</p> <ul style="list-style-type: none"> <li>• Ensuring the premises are kept clean and in good repair</li> <li>• Ensuring that 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 service (regulation 86).</li> <li>• Ensuring that incident, injury, trauma and illness records are kept and stored securely until the child is 25 years old (regulations 87, 183).</li> <li>• Ensuring that children's enrolment forms provide authorisation for the service to seek emergency medical treatment by a medical practitioner, hospital or ambulance service and transportation of the child by an ambulance service.</li> <li>• 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</li> </ul>
<p>Centre Manager (Nominated Supervisor)/Work Health &amp; Safety Officer/ Responsible Person</p>	<ul style="list-style-type: none"> <li>• Provide supervision, guidance, and advice to ensure the adherence to this policy at all times.</li> <li>• at least one team member or one nominated supervisor of the service who holds a current approved first aid qualification will be in attendance (Regulation 136(a))</li> <li>• at least one team member or one nominated supervisor of the service who has undertaken current approved anaphylaxis management training (Regulation 136(b))</li> <li>• at least one team member or one nominated supervisor of the service who has undertaken current approved emergency asthma management training. (Regulation 136(c))</li> <li>• Ensuring educators receive regular training in managing specific health care needs such as asthma management, anaphylaxis management and any other specific procedures that are required to be carried out as part of the care and education of a child with specific health needs.</li> <li>• Ensure that parents/guardians are contacted when concerns arise regarding a child's health and wellbeing.</li> <li>• Ensure that practices and procedures in relation to safe handling, preparation, consumption, and service of food are developed and implemented.</li> <li>• Notifying parents/guardians immediately after an incident, injury, trauma or medical emergency, or as soon as is practicable.</li> </ul>

	<ul style="list-style-type: none"> <li>• Notifying other person/s as authorised on the child's enrolment form when the parents/guardians are not contactable</li> <li>• Ensuring that regulatory and legislative responsibilities are met in relation to any incident, injury or medical emergency.</li> <li>• Maintaining all enrolment and other medical records in a confidential manner.</li> <li>• 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</li> <li>• Reviewing the cause of any incident, injury or illness and taking appropriate action to remove the cause if required.</li> <li>• Adhere to this policy</li> </ul>
<p>Staff Members</p>	<ul style="list-style-type: none"> <li>• Ensuring regular training is attended in managing specific health care needs such as asthma management, anaphylaxis management and any other specific procedures that are required to be carried out as part of the care and education of a child with specific health needs. If educator does not attend provided medical training, educator will be responsible to organise and incur cost of training.</li> <li>• Be aware and understand all children diagnosed with a medical condition and the risk minimisation procedures for these.</li> <li>• Complete an incident report should a child require emergency medical treatment</li> <li>• Recording 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.</li> <li>• Seeking further medical attention for a child if required.</li> <li>• Aware of individual children's allergies and immunisation status and use this knowledge when attending/responding to any incident, injury or illness</li> <li>• In response to a child registering a high temperature, (38 degrees or over) follow procedures for temperatures, and complete the incident, injury, trauma and illness record as required.</li> <li>• Adhere to this policy</li> </ul>

<p>Families</p>	<ul style="list-style-type: none"> <li>• Informing the service of their child’s medical conditions, if any, and informing the service of any specific requirements that their child may have in relation to their medical condition.</li> <li>• Ensure that your personal details are authorise nominee on the enrolment form are current, and all details including names, phone number and address information are correct.</li> <li>• Be informed of policies and procedures upon enrolment with regards to first aid, illness and exclusion practises, and immunisation requirements</li> <li>• Inform the service of their child’s health and medic al requirements providing relevant paperwork such as immunisation history statements and medical conditions plans.</li> <li>• Providing the required information for the service’s medication record including child medication and action plans.</li> <li>• Providing written consent (via the enrolment record) for service employee to administer first aid and call an ambulance, if required.</li> <li>• Being contactable, either directly or through authorised nominees/emergency contacts listed on the child’s enrolment record, in the event of an incident requiring the administration of first aid.</li> </ul>
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**Monitoring, 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 service will review the policy as per required.

Families and Castle Hill Fun House staff members are essential stakeholders in the policy review process and will be given the opportunity and encouragement to be actively involved.

**Related Information**

<p>Related Policies that support Incident, Injury, Trauma &amp; Illness Policy</p>	<ul style="list-style-type: none"> <li>• Dealing with infectious Disease policy</li> <li>• Dealing with infectious Disease- COVID 19 Policy</li> <li>• Administration of Medication</li> <li>• Dealing with Medical Conditions</li> <li>• Providing a Child Safe Environment Policy</li> </ul>
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	<ul style="list-style-type: none"> <li>• Work Health and Safety Policy</li> </ul>
Related Legislation	<ul style="list-style-type: none"> <li>• Education &amp; Care Services National Act 2010: Sections 174 (2)</li> <li>• Education &amp; Care Services National Regulations 2011: Regulations 77, 85-87, 103 177, 183</li> <li>• Occupational Health and Safety Regulations 2007</li> <li>• Australian Standards AS3745-2002, Emergency control procedure for building structures and workplaces</li> <li>• Children and Young Persons (Care and Protection Act 1998)</li> </ul>
Related Guidelines, Standards, Frameworks	<ul style="list-style-type: none"> <li>• National Quality Standard, Quality Area 2: Children's Health and Safety Standard 2.1, 2.1.1, 2.1.2</li> <li>• National Quality Standard Quality Area 3 Physical Environment Standard 3.1, 3.1.2</li> <li>• National Quality Standard Quality Area 7: Governance and Leadership Standard 7.1.2</li> </ul>
Sources	<ul style="list-style-type: none"> <li>• ACECQA- <a href="http://www.acecqa.gov.au/first-aid-qualifications-and-training">www.acecqa.gov.au/first-aid-qualifications-and-training</a></li> <li>• Guide to the National Law and National Regulations</li> <li>• Community Early Learning Australia (CELA) <a href="http://www.cela.org.au">www.cela.org.au</a></li> </ul>

## Definitions

<b>serious incident</b>	<p>(a) the death of a child—</p> <p>(i) while that child is being educated and cared for by an education and care service; or</p> <p>(ii) following an incident occurring while that child was being educated and cared for by an education and care service; (b) any incident involving serious injury or trauma to a child occurring while that child is being educated and cared for by an education and care service—</p> <p>(i) which a reasonable person would consider required urgent</p>
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	<p>medical attention from a registered medical practitioner; or (ii) for which the child attended, or ought reasonably to have attended, a hospital;</p> <p><b>Example—</b></p> <p>A broken limb.</p> <p>(c) any incident involving serious illness of a child occurring while that child is being educated and cared for by an education and care service for which the child attended, or ought reasonably to have attended, a hospital;</p> <p><b>Example—</b></p> <p>Severe asthma attack, seizure or anaphylaxis reaction.</p> <p>(d) any emergency for which emergency services attended;</p> <p>(e) any circumstance where a child being educated and cared for by an education and care service—</p> <p>(i) appears to be missing or cannot be accounted for; or</p> <p>(ii) appears to have been taken or removed from the education and care service premises in a manner that contravenes these Regulations; or</p> <p>(iii) is mistakenly locked in or locked out of the education and care service premises or any part of the premises.</p>
<b>Medical Conditions</b>	<p>Not defined in the National Law or Regulations.</p> <p>May be described as a condition that has been diagnosed by a registered medical practitioner</p>
<b>Medical Management Plan</b>	<p>A document that has been prepared and signed by a registered medical practitioner that describes symptoms, causes, clear instructions on action and treatment for the child's specific medical condition, and includes the child's name and a photograph of the child.</p>

### Breaches of this Policy

<p>The approved provider of an education and care service must ensure that a parent of a child being educated and cared for by the service is notified as soon as practicable, but not later than 24 hours after the occurrence, if the child is involved in any incident, injury, trauma or illness while the child is being educated and cared for by the education and care service.</p>	<p>Penalty \$2,000</p>
<p>The approved provider of a centre-based service must ensure that each of the following persons are in attendance at any place where</p>	<p>Penalty \$2,000</p>

<p>children are being educated and cared for by the service, and immediately available in an emergency, at all times that children are being educated and cared for by the service—</p> <p>(a) at least one staff member or one nominated supervisor of the service who holds a current approved first aid qualification;</p> <p>(b) at least one staff member or one nominated supervisor of the service who has undertaken current approved anaphylaxis management training;</p> <p>(c) at least one staff member or one nominated supervisor of the service who has undertaken current approved emergency asthma management training.</p>	
<p>The approved provider of an education and care service must ensure that every reasonable precaution is taken to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury.</p>	<p>Penalty \$10,000</p>
<p>A nominated supervisor of an education and care service must ensure that every reasonable precaution is taken to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury.</p>	<p>Penalty \$10,000</p>