

Incident, Illness, Trauma and Injury Policy & Procedure

Introduction

The health and safety of children in education and care services is the responsibility of all approved providers and educators.

Current research highlights the need:

- to reduce the risk of transmission of infection in child care services
- for care to be provided in a safe, secure and healthy environment,
- for staff to effectively deal with illnesses, injuries and emergencies.

This Policy and Procedure will assist staff in reducing the health and safety risks to children, families, staff, and visitors to Learning Links, and to ensure that we meet current legislation and regulation requirements.

Policy

The Education and Care Service will plan for and respond effectively to accidents, illness and medical emergencies.

Our Education and Care Service will:

- Meet all regulatory requirements
- Develop program goals that promote the wellbeing of each child.
- Establish procedures and practices that minimise the risk of harm to children.
- Maintain communication with families ensuring they are informed of any incidents, injury, trauma and illness to their child/ren as required.
- Ensure that records of any incident, injury, trauma and illness are documented, transmitted to the Department of Education and Communities as required and stored as required by regulatory requirements.
- Ensure that Educators understand all of the elements of wellbeing to ensure that risk management practices take place to provide a safe environment and reasonably protect children from potential harm.
- Notify the regulatory authority within 24 hours of becoming aware of a serious incident.

Definitions

Term	Definition
Serious Incidents	<ul style="list-style-type: none"> • Any incident involving serious injury or trauma to, or illness of, a child • Any incident where the attendance of emergency services at the education and care service premises was sought in response to an emergency. <p>A serious incident can include:</p> <ul style="list-style-type: none"> • The death of a child while that child is being educated and cared for at the service or following an incident while that child was being care for by the service. • A serious injury or trauma while the child is being educated and cared for, which: <ul style="list-style-type: none"> ○ Requires urgent medical attention from a registered medical practitioner; or ○ Requires that the child attended, or should have attended, a hospital (e.g. a broken limb). • Any incident involving serious illness at the service, where the child attended, or should have attended, a hospital e.g. severe asthma attack, seizure or anaphylaxis • Any circumstance where a child appears to be missing or unaccounted for.

<p>Serious Incidents (continued)</p>	<ul style="list-style-type: none"> Any circumstance where a child appears to have been taken or removed from the service premises by someone not authorised to do this. Any circumstance where a child is mistakenly locked in, or locked out of, the service premises or any part of the premises. Any emergency for which emergency services attended <p>Note: A serious injury or trauma does not mean an incident where emergency services attended as a precaution.</p>
<p>Serious Injury, illness or trauma</p>	<p>A serious injury, illness or trauma includes:</p> <ul style="list-style-type: none"> Amputation Anaphylactic reaction requiring hospitalisation Asthma requiring hospitalisation Broken bone/fractures Bronchiolitis Burns Diarrhoea requiring hospitalisation Epileptic seizures Head injuries Measles Meningococcal infection Sexual assault Witnessing violence or a frightening event.
<p>Emergency</p>	<p>An incident, situation or event where there is an imminent or severe risk to the health, safety and wellbeing of any person present at the service.</p>

Eligibility

The policy applies to all staff employed in Learning Links Education and Care Services.

Responsible

Responsibilities for the policy are:

Person	Responsible for:
Approved Provider	<ul style="list-style-type: none"> Notifying the Regulatory Authority of any serious incident. Ensuring training systems are in place for staff and that position descriptions communicate accountabilities and responsibilities.
Nominated Supervisor	<ul style="list-style-type: none"> Ensuring at least one educator holds a current ACEQCA approved first aid qualification Ensuring the service holds the correct number of adequately stocked and maintained first aid kits Ensuring that all staff are aware of record completion requirements Maintaining and storing records Completing a compliance audit each term Keeping up to date with current legislation and resources Providing training to staff at induction and as required to ensure they are aware of their responsibilities.

Educators	<ul style="list-style-type: none"> • Ensuring that all children have opportunities to engage in experiences that enhance their sense of wellbeing • Allowing children to be taught and learn how to assess risks for themselves as appropriate • Planning of the physical environment and experiences, to ensure that the spaces, equipment and resources provided are safe • Responding to children in a timely manner • Seeking further medical attention for a child if required • Being aware and responsive of and to the signs and symptoms of illness/trauma • Being aware of individual children's allergies, health, medical needs and immunisation status • Contacting the child's authorised person to inform them of the signs of illness, or to request the collection of the child • Following fever management procedures • Administering first aid as required • Checking that equipment and furniture is well maintained and that any materials that may be hazardous are removed or repaired.
Families	<ul style="list-style-type: none"> • Following the Learning Links' policies and procedures with regards to first aid, injury, illness and exclusion practices, including immunisation status. • Informing the service of their child's particular health or medical requirements, and providing any relevant paperwork to the service, such as immunisation status or letters from a medical professional.

Link to National Quality Framework:

The National Quality Framework defines requirements for the management of Incident, Illness, Trauma and Injury. These requirements are outlined below.

Ref.	Quality Area	Requirement
1	Educational Program and Practice	1.2.4 – Critical reflection and evaluation of children's learning and development, both as individuals and in groups, is used as a primary source of information for planning and to improve the effectiveness of the program and teaching strategies.
2	Children's Health and Safety	2.1.1 - Each child's health needs are supported. 2.1.3 – Effective hygiene practices are promoted and implemented. 2.1.4 – Steps are taken to control the spread of infectious diseases and to manage injuries and illness in accordance with recognised guidelines. 2.2.2 – Physical activity is promoted through planned and spontaneous experiences and is appropriate to the age of the child. 2.3.1 – Children are adequately supervised at all times. 2.3.2 – Reasonable steps are taken to identify and manage risks, and everyday reasonable precaution is taken to protect children from harm and hazards. 2.3.3 - Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
3	Physical Environment	3.1.2 – Premises, furniture and equipment are safe, clean and well maintained.
4	Staffing Arrangements	4.1.1 – Educator-to-child-ratios (including qualification requirements) are maintained at all times.
7	Leadership and Service Management	7.3.5 - Service practices are based on effectively documented policies and procedures that are available at the service and reviewed regularly.

Links Early Years Learning Framework

The Links Early Years Learning Framework states 3 key principles for supporting children. These are outlined below.

Ref.	Requirement
1.1	Children feel safe, secure and supported.
3.2	Children take increasing responsibility for their own health and physical wellbeing.
4.3	Children transfer and adapt what they have learned from one context to another.

Related documents

- Injury, Incident, Trauma and Illness Record Form.
- Administering Medication Policy and Procedure.
- First Aid Policy and Procedure.

Relevant Legislation

- Work, Health and Safety Act 2011.
- National Quality Standard for Early Childhood Education and Care and School Age Care (2009).
- Education and Care Services National Regulation 2011: 12, 85, 86, 87, 88, 89, 103, 132, 136-137, 176 (2) (a).
- Education and Care Services National Law Application Act 2010: 167.
- Early Years Learning Framework for Australia 2009.
- Children and Young Persons (Care and Protection) Act 1998.
- Medicines, Poisons and Therapeutics Goods Act 2008.
- Public Health Act 2010.

Key Resources

- The local [regulatory authority](#).
- Staying Healthy, Preventing Infectious diseases in early childhood education and care services (5th Edition) NHRMC, 2012.
- National Health and Medical Research Council: www.nhmrc.gov.au.
- NSW Health: www.health.nsw.gov.au.
- Guide to the National Quality Standard ACECQA (2011).
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations ACECQA (2011).
- Early Years Learning Framework – Belonging Being Becoming (2009).
- The Manual – Managing a Children’s Service – Community Child Care Co-operative (2009).
- Australian Government Department of Education Employment and Workplace Relations (2009).
- Belonging Being & Becoming: Early Years Learning Framework for Australia.
- National Health and Medical Research Council (2012) Staying Healthy, Preventing Infectious diseases in early childhood education and care services (5th Edition).
- Australian government Department of Health and Aging (2009), Get up and Grow – Healthy Eating and Physical Activity for Early Childhood Director/Coordinator Book.
- NSW Department of Health (2011), Munch and Move Resource Manual.

Procedure if a child is involved in an incident, becomes ill, experiences trauma or an injury at the program

If a child in the Education and Care Service is involved in an incident, becomes ill, experiences trauma or an injury whilst attending the program, staff will follow this procedure:

Step	Action
1	Respond to the child showing signs of illness, trauma or injury and begin monitoring the symptoms of the child.
2	Document the illness, trauma, injury and or incident on the Incident, Illness, Trauma and Injury form.
3	Communicate the nature of the illness, trauma, injury and or incident to the Room Leader and Responsible Person.
4	Give the completed form to the Responsible Person for review and signature.
5	Educators will: <ul style="list-style-type: none"> Contact the child's authorised person on the day the injury has occurred (and within 24 hours) to inform them of the signs of illness, injury or trauma, and to request the collection of the child if this is relevant to the situation. Obtain the child's authorised person signature on the Incident, Illness, Trauma or Incident form and provide them with a copy of the form. File the original completed form in the child's file.
6	The Approved Provider will notify the Regulatory Authority within 24 hours of any serious incident. Notifications must be submitted online using the NQA ITS https://public.nqaits.acecqa.gov.au/Pages/Landing.aspx .

Procedure for managing a fever

Note: The normal temperature for a child is up to 38°C. Fevers are common in children. If the child seems well and is happy, there is no need to treat a fever. If the child is unhappy, treatment is needed to comfort them.

Step	Action
1	Contact the parent/authorized person and advise them of their child's fever. Request they come and collect the child from care. Ask if the parent/authorized person would like Paracetamol to be administered to their child before they arrive by educators. Confirm that the child has no allergies to Paracetamol.
2	Give paracetamol (with parental consent) in collaboration with an additional educator by following the instructions on the bottle. Record administration of paracetamol on the Administration of Medication form – refer to Administering Medication Policy and Procedure.
3	Ensure the child drinks plenty of fluids and is not overdressed. If sponging makes the child feel more comfortable, use lukewarm water.
4	An Educator is to stay with the child and monitor how they are feeling until they are collected from Preschool.

Document control

This table outlines the control details for this document.

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