

# Incident Illness Trauma and Injury Policy

## Preschool



<b>Introduction</b>	<p>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.</p> <p>Children are exploring and testing their growing capabilities and is essential in developing their 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</p>
<b>Eligibility</b>	<p>This policy applies to all Learning Links Preschool staff and staff involved in the delivery of services to children. The term staff applies to employees, students and volunteers.</p>
<b>Policy</b>	<p>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.</p> <p>Under the national legislation, an education and care service must record details in the Incident, injury, trauma and illness record for the following occurrences:</p> <ul style="list-style-type: none"> <li>• An incident in relation to a child,</li> <li>• An injury received by a child</li> <li>• Trauma to which a child has been subjected</li> <li>• An illness that becomes apparent.</li> </ul>
<b>Strategies</b>	<p><b><u>Staff must record incident, injury, trauma and/or illness records.</u></b></p> <p>Report Details required to be entered in the incident, Injury, Trauma and Illness Form include the following:</p> <ul style="list-style-type: none"> <li>• The name and age of the child</li> <li>• The circumstances leading to the incident, injury or trauma, or relevant circumstances surrounding the child becoming ill (including any symptoms)</li> <li>• 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</li> <li>• The action taken by the service, including any medication administered, first aid provided or medical personnel contacted</li> <li>• Details of any person who witnessed the incident, injury or trauma, or the apparent onset of illness;</li> <li>• 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</li> <li>• The name and signature of the person making an entry in the record, and the time and date that the entry was made; and</li> <li>• The 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 as soon as is practicable, but not later than 24 hours after the incident, injury or trauma, or the onset of the illness.</li> </ul> <p><b><u>Notifying NQAT of serious Incidents, illness or trauma</u></b></p> <p>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.</p> <p><b><u>Preventative Strategies</u></b></p> <ul style="list-style-type: none"> <li>• Consider the planning of the physical environment and experiences, ensuring that the spaces are safe.</li> <li>• Thoughtfully group children to effectively manage supervision and any potential risks to children’s health and wellbeing.</li> </ul>

	<ul style="list-style-type: none"> <li>• Respond to children in a timely manner. Provide reassurance and ensure children’s emotional and physical wellbeing is paramount at all times.</li> <li>• Regularly check equipment in both indoor and outdoor areas for hazards, and take 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>• Provide staff with access to appropriate up to date information, or professional development on the management of incidents.</li> </ul>
<b>Roles and Responsibilities</b>	<p><b><u>Approved Provider</u></b></p> <ul style="list-style-type: none"> <li>• Ensuring that the premises are kept clean and in good repair.</li> <li>• Ensuring that completed medication records are kept until the end of 3 years after the child’s last attendance (regulation 92, 183).</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> </ul> <p><b><u>Nominated Supervisor</u></b></p> <ul style="list-style-type: none"> <li>• Ensuring that there is a minimum of one staff member or one Nominated Supervisor at the service with a current approved first aid, asthma and anaphylaxis management qualification on the premises at all times.</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> <li>• Notifying parents/guardians immediately after an incident, injury, trauma or medical emergency, or as soon as is practicable.</li> <li>• Requesting the parents/guardians make arrangements for the child or children involved in an incident or medical emergency to be collected from the service or informing parents/guardians if an ambulance has been called.</li> <li>• Notifying other person/s as authorised on the child’s enrolment form when the parents/guardians are not contactable.</li> <li>• Ensuring the service holds the correct number of adequately stocked and maintained first aid kits</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 timeframe.</li> <li>• Maintaining and storing all enrolment and other medical records in a confidential manner and in the timeframe stipulated in the regulations 87, 92, 183</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>• Requesting the parents/guardians make arrangements for the child or children involved in an incident, injury of illness to be collected from the service if needed, and informing parents/guardians if an ambulance has been called</li> </ul> <p><b><u>Educators</u></b></p> <ul style="list-style-type: none"> <li>• Recording details of any incident, injury or illness in the Incident, injury, trauma and illness form as soon as is practicable but not later than 24 hours after the occurrence.</li> <li>• Supporting children to have agency and learn how to assess risks for themselves as appropriate.</li> <li>• Planning that the physical environment and experiences ensure that the spaces, equipment and resources provided are safe.</li> <li>• Seeking further medical attention for a child in response to their condition.</li> <li>• Being aware and responsive to the signs and symptoms of illness/trauma.</li> <li>• Knowing individual children’s allergies, health, medical needs and immunisation status</li> <li>• Contacting the child’s authorised person/s to inform them of the signs of illness, or to request the collection of the child.</li> <li>• Administering first aid as required,</li> </ul>

	<ul style="list-style-type: none"> <li>• Checking that equipment and furniture is well maintained and that any materials that may be hazardous are removed or repaired.</li> <li>• Responding to any incident, injury or illness by following their duty of care and service policies.</li> </ul> <p><b>Families</b></p> <ul style="list-style-type: none"> <li>• Following Learning Links' policies and procedures relating to first aid, injury, illness and exclusion processes, including immunisation status.</li> <li>• Informing the service of children's individual health or medical requirements, and providing any relevant paperwork to the service, such as immunisation status or written advice from a medical professional.</li> </ul>
<p><b>Related Legislation, Standards, Documents</b></p>	<p><b>Legislation</b></p> <ul style="list-style-type: none"> <li>• Work, Health and Safety Act</li> <li>• National Quality Standard for Early Childhood Education and Care and School Age Care (2009).</li> <li>• Education and Care Services National Regulations 2011: Regulations 85-89, 95, 97, 103-104, 117, 161, 168, 177, 183</li> <li>• Education and Care Services National Law Application Act 2010: 167.</li> <li>• Early Years Learning Framework for Australia 2009.</li> <li>• Children and Young Persons (Care and Protection) Act.</li> </ul> <p><b>Key Resources</b></p> <ul style="list-style-type: none"> <li>• ACECQA - <a href="https://www.acecqa.gov.au/help/contact-your-regulatory-authority">https://www.acecqa.gov.au/help/contact-your-regulatory-authority</a></li> <li>• NSW Department of Education <a href="https://education.nsw.gov.au/early-childhood-education/regulation-and-compliance/notifications-and-reporting">https://education.nsw.gov.au/early-childhood-education/regulation-and-compliance/notifications-and-reporting</a></li> <li>• Staying Healthy, Preventing Infectious diseases in early childhood education and care services (5<sup>th</sup> Edition) NHRMC, 2012.</li> <li>• NSW Health: <a href="http://www.health.nsw.gov.au">www.health.nsw.gov.au</a>.</li> <li>• Guide to the National Quality Standard ACECQA (2011).</li> <li>• Guide to the Education and Care Services National Law and the Education and Care Services National Regulations ACECQA (2011).</li> <li>• Belonging Being &amp; Becoming: Early Years Learning Framework for Australia (2022)</li> </ul>
<p><b>Outcome Area</b></p>	<ul style="list-style-type: none"> <li>• Quality Area 2 - Children's Health and Safety</li> <li>• Quality Area 3 - Physical Environment</li> <li>• Quality Area 4 - Staffing Arrangements</li> <li>• Quality Area 7 - Leadership and Service Management</li> </ul>
<p><b>Review</b></p>	<p>This policy and guidelines will be reviewed every two years and will incorporate current information, legislation and feedback as required.</p> <p>The service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service.</p> <p>This policy is owned by: Preschool</p> <p>Policy updated on: 30 August 2023  Policy updated by: Director, Preschool  Version number: 3.0  This version approved by: GM, Service Quality, Risk and Compliance  This document can be viewed on: Learning Links Intranet, Story Park, Learning Links Preschool Website</p> <p>Policy due for review: 30 August 2025</p>