



Incident, injury, Trauma and Illness Policy

Background

The safety of children at the service is the ultimate priority.

To comply with the Education and Care National Regulations 2011 and the National Quality Standard 2011, services need well-considered and documented processes so that staff and educators can respond to children's injuries competently and calmly and in a way that ensures that children are kept safe and/or risk of further harm reduced.

Policy statement

This Policy details how the Service ensures that staff and educators possess the qualifications, knowledge, skills and training to respond to children who are unwell or have been injured, and how it communicates with parents to ensure staff and educators can best respond to their children's identified medical needs.

To this end, the Service recognises the importance of competent First Aid in the management of injuries and illness, especially among young children. The staff are qualified in First Aid and CPR, and trained to deal with asthma, diabetes and anaphylaxis. Information about children's known medical conditions is readily accessible, as is any medication required to manage those conditions

Strategies and practices

- The Service maintains an up-to-date record of the First Aid and CPR status of all educators, together with their anaphylaxis and asthma management training, in its Staff Summary Sheet. The required number of educators with these qualifications and positioned near children always meets regulatory requirements, including on excursions.
- First Aid kits are located so that educators can readily access them in an emergency. They are clearly labelled and kept out of the reach of children. A portable First Aid kit is available for excursions. The Service maintains a First Aid – List of Items as recommended by an approved First Aid training provider. The contents of all First Aid kits are cleaned, expiry dates checked,

and replenished at least once per Term. The list is initialed and dated each time the First Aid contents are checked on the First Aid Contents Checklist.

- The Service maintains records of the name, address and telephone number of each child's parents, persons authorised by the parents to consent to medical treatment or ambulance transportation for the child, and the family doctor. The records are reviewed every twelve months in the form of a re- enrolment form. Parents are required to inform the Service of any changes to these contact details. Details are available digitally also through Podio or via our services system - Qikkids
- The Service maintains Medical Management Plans and risk management plans for children with identified medical conditions. These plans are updated every year or sooner if a change occurs. With the child's right to privacy in mind, the Plans are not accessible to visitors or other families. The Plans are strictly adhered to in any emergency. Refer to the Service's *Medical Conditions Policy*.
- All children are observed on arrival and any injury notes are recorded on the Injury on Arrival Form.
- In the event of a child displaying early symptoms of a childhood illness (e.g. temperature), the child will be separated from other children, First Aid administered as appropriate, the child made comfortable and their condition closely monitored, and recorded on the Illness Record. Parents will be notified and asked to collect their child as soon as possible to obtain medical attention. Refer to the Service's *Medical Conditions Policy*.
- Should a child become exposed to bodily fluids such as another's saliva or blood (e.g. through a bite), the parents will be contacted to collect their child and obtain medical advice.
- In the event of an injury to a child, educators are to follow the Service's Incident, injury, Trauma and illness – Management Procedure. The educator is to complete an Incident, Injury and Trauma Record. Parents are asked to sign the Record (as proof of disclosure of information), and they receive a copy.
- In the event of an incident with a child relating to that child's identified medical condition, that child's Medical Management Plan must be followed explicitly. An Incident, Injury and Trauma Record is to be completed, signed by the parents, and they receive a copy.
- If a child experiences an incident (e.g. seizure) that is considered might happen again, the Service will document it on an Incident, Injury and Trauma Record, and on a Medical Conditions Management Plan – General Illness.
- In the event of a child not breathing, educators are to follow the Non-Responsive Child/Person Procedure.
- Staff are to inform the Nominated Supervisor as soon as possible if they have an accident or are injured at work. The staff member will be asked to complete a staff incident report form for the Service's records. If the staff member seeks medical advice, this information should be added to the records. The staff member is also required to notify the Nominated Supervisor of any application for WorkCover, and to keep the Nominated Supervisor informed of any progress.
- The Regulatory Authority is notified of any serious incident such as:
 - Death of a child while being cared for or educated by the Service;
 - Injury or trauma to a child requiring the attention of a registered medical practitioner or admission to a hospital;
 - A child appears to be missing or otherwise cannot be accounted for;
 - A child appears to have been taken or removed from the Service; or,
 - Any incident requiring attendance by emergency services.

Responsibilities of parents

- To ensure their own contact details and those of any persons authorised by the parents to consent to medical treatment or ambulance transportation details are accurate, complete and up-to-date.

Procedure and forms

- First Aid Contents Checklist
- First Aid – List of Items
- Illness Record
- Incident, Injury, and Trauma Record
- Injured Child – Management Procedure
- Injury on Arrival Form
- Medical Conditions Management Plan – General Illness.
- Non-Responsive Child/Person Procedures

Links to other policies

- Death of a Child Policy
- Enrolment and Orientation Policy
- Excursion Policy
- Management of Infectious Diseases Policy
- Medical Conditions Policy

Links Education and Care Services National Regulations 2011, National Quality Standard 2011

Regs	11	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, trauma and illness record
	89	First Aid kits
	147	Medical conditions policy
	136	First Aid qualifications
	146	Nominated supervisor
	161	Authorisations to be kept in enrolment record
	162	Health information to be kept in enrolment record
	168	Education and care service must have policies and procedures

QA	2.1.1	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation
	2.1.2	Effective illness and injury management and hygiene practices are promoted and implemented
	2.2.2	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented
	7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service.

Sources

- Education and Care Services National Regulations 2011
- Guide to the National Quality Standard 2011

Further reading and useful websites

- Kidsafe – <http://www.kidsafe.com.au/> accessed 20 December 2017
- St John. *First Aid Factsheets*. <http://stjohn.org.au/first-aid-facts> accessed 20 December 2017
- ACECQA. (2017). *Key changes to notifications, incidents and complaints from 1 Oct 2017**. <http://files.acecqa.gov.au/files/NQF/KeyChangesNotificationComplaints.pdf> accessed 20 December 2017
- ACECQA. (2017). *Reporting requirements about children*. <http://www.acecqa.gov.au/reporting-requirements-about-children> accessed 20 December

Policy review

The Service encourages staff and parents to be actively involved in the annual review of each of its policies and procedures. In addition, the Service will accommodate any new legislative changes as they occur and any issues identified as part the Service's commitment to quality improvement. The Service consults with relevant recognised authorities as part of the annual review to ensure the policy contents are consistent with current research and contemporary views on best practice.

Version Control

Version	Date Reviewed	Approved By	Comments/Amendments	Next Review Date
1	8 January 2018	Dr Brenda Abbey (Author)	Updated to changed NQF requirements 1 February 2018. Service to modify policies to its specific needs.	
2	14 August 2018	Elizabeth Treadwell	No Poster for resuscitation need at the centres	
3	30 June 2020		Review procedures and form Updated NQS	30 June 2021
4	20 April 2021		No changes	19 April 2022