



Policy No: CE-POL-021/2.2/2013

Incident, Injury, Trauma and Illness Policy

Custodian: Management
Committee

Custodian Contact:
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Version No: 2.2

Approved By:
Alison Cooksley
Acting Chairperson
On behalf of the Management
Committee.

Approval Date: 25/11/20

Next Review Date: 30/10/22

Supersedes:
Incident, Injury, Illness & Trauma
Policy Version 2.1

1 Purpose:

The Incident, Injury, Trauma and Illness Policy outlines the steps to be followed in the event that a child experiences any of the above occurrences while under the care of C.a.F.E. Enfield Childcare Centre. These procedures are required under regulation 168 of the National regulations.

2 Scope:

Approved provider (*note that this service has 2 Providers Department for Education & the Management Committee of the Children's centre*)
Nominated Supervisor
Responsible Person on Duty
Educators and staff
Children & Families

3 Supporting Documents:

The following documents are related to this policy.

[Accident Prevention Policy](#)

[Administration of First Aid Policy](#)

Minor Incident, Injury, Trauma and Illness form

Major Incident, Injury, Trauma and Illness form

Medication Record form

[Asthma Policy](#)

[Child Health Policy](#)

[Emergency Evacuation Policy](#)

[Guidelines for Reporting Accidents-flowchart](#)

[Medication Policy](#)

Procedure for administering Medication

Procedure for reporting to ACECQA

4 Policy Details:

In the event a child is injured, becomes ill or suffers a trauma there are certain procedures that must be followed by the Nominated Supervisor, Responsible person on duty, educators, volunteers and parents/caregivers.

5 Role and Responsibilities

Role	Authority/ Responsibility for
Approved Provider & Nominated Supervisor	<ul style="list-style-type: none"> • Informing parents about policies and procedures with regards to first aid and illness whilst at the service, and exclusion practices. • Ensuring that all educators' approved first aid qualifications, anaphylaxis management training and emergency asthma management training are current and meet the requirements of the National Act (Section 169(4)) and National Regulations (Regulation 137), and are approved by ACECQA. • Ensuring there is an induction process for all new staff, including casual and relief staff, that includes providing information on the location of first aid kits and specific first aid requirements • Ensuring first aid training details are recorded on each staff member's record • Ensuring that all staff are aware of the completion of appropriate records in the event of any incident, injury, trauma or illness to children whilst in the care of the service, and that this information is completed within 24 hours after a serious incident has occurred • Keeping up to date with any changes in procedures for administration of first aid and ensuring that all educators are informed of these changes • Ensuring that at least one educator with current approved first aid qualifications, including anaphylaxis management training and emergency asthma management training, is in attendance and immediately available at all times that children are being educated and cared for by the service. • Ensuring a nominated first aid officer is appointed. This is a legislative requirement where there are 10 or more employees • a risk assessment is conducted prior to an excursion to identify risks to health, safety, or wellbeing and specifying how these risks will be managed and minimised • Ensuring a resuscitation flow chart is displayed in a prominent position in the indoor and outdoor environments of the service • Notifying the regulatory authority (ESB) & Department for Education of any serious incidents (as defined in Section 7 of this policy). This notice must be provided within 24 hours of the incident or the time that the person becomes aware of the incident. • Ensuring staff are offered support and debriefing following a serious incident requiring the administration of first aid
Nominated First Aid Officer	<ul style="list-style-type: none"> • Maintaining a current approved first aid qualification • Providing and maintaining an appropriate number of up-to-date, fully-equipped first aid kits that meet Australian Standards, monitoring the contents of all first aid kits and arranging replacement of stock, including when the use-by date has been reached • Providing and maintaining portable first aid kits that can be taken offsite for excursions and other activities • Disposing of out-of-date materials appropriately • Ensuring safety signs showing the location of first aid kits are clearly displayed

	<ul style="list-style-type: none"> • Keeping up to date with any changes in the procedures for the administration of first aid •
Responsible Person on Duty	<p>The Responsible Person will:</p> <ul style="list-style-type: none"> • Respond to staff seeking assistance when dealing with a serious incident or trauma. • Notify the nominated supervisor as soon as possible • Follow the procedure for notifying the regulatory authority & Department for Education in the event of a serious incident (as outlined in Section 8 of this policy) •
Early Childhood Educators	<ul style="list-style-type: none"> • Implementing appropriate first aid procedures when required • Maintaining current approved first aid qualifications, including anaphylaxis management and emergency asthma management, as required • Practicing CPR annually • Ensuring that all children are adequately supervised while providing first aid, and comfort for a child involved in an incident or suffering trauma • Ensuring that the full details of any incident requiring the administration of first aid are recorded on the Minor/Major Incident, Injury, Trauma and Illness Record. (These are legal documents so must be completed in black or blue pen and contain the child's full name & date of birth, the date & time of the incident). • Conducting a risk assessment prior to an excursion to identify risks to health, safety or wellbeing and specifying how these risks will be managed and minimised •
Families	<ul style="list-style-type: none"> • Informing the service of their child's particular health requirements and providing any relevant paperwork to the service such as immunisation status, Health Support agreements, Health Care Plans etc. • Providing written consent (via the enrolment record) for service staff to administer first aid and call an ambulance, if required • Being contactable, either directly or through emergency contacts listed on the child's enrolment record, in the event of an incident requiring the administration of first aid.

6 Procedures:

Educators will:

- Be aware of the signs and symptoms of illness/trauma and update their understanding as part of their ongoing professional development
- Be aware of individual children's allergies and use this knowledge when attending/responding to any incident, injury or illness;
- Respond to children showing signs of illness and begin monitoring the symptoms of the child and record as appropriate.

- Seek further medical attention for a child if required
- Educators will contact the child’s parent or emergency contact person to inform them of the illness signs or to request the collection of the child. **For all injuries to the face, head or mouth telephone the parents to inform them.**
- In response to a child registering a high temperature, follow procedures for temperatures (see Child Health Policy) and complete the Incident, Injury, Trauma and Illness record as required
 - A blue **minor** Incident, Injury, Trauma and Illness record is to be completed for any incident that is minor and does not require medical attention or the immediate notification of the parents
 - The blue **major** Incident, Injury, Trauma and Illness record will need to be completed for any serious incidents. A serious incident is defined below in the definitions section.
- Report a serious incident to the Responsible Person as soon as possible and complete the Major Incident, Injury, Trauma and Illness record.
- Maintain appropriate work health and safety standards when attending to children’s injuries and applying first aid
- In the event of a **serious incident (see Section 8 for the meaning of a serious incident)** you must notify the Regulatory Authority (ESB) AND lodge an IRMS report within 24 hours of becoming aware of the incident.
 - Notify the Nominated Supervisor of the incident as soon as possible
 - Follow the procedure for on-line reporting to the ESB via NQA ITS (located in office)
 - Follow the procedure for reporting to DfE via IRMS (Extreme Severity and Serious incident Reporting Process- located in office).

7 Definitions of Terms:

ACECQA	Australian Children’s Education and Care Quality Authority
DfE	Department for Education
ESB-	Education Standards Board
IRMS-	Incident Response Management Service
NQA ITS-	National Quality Agenda Information Technology service

8 Related Legislation and Regulations

Education and Care Services National Law Act 2011
 Education and Care Services National Regulations 2011

Reg 12: meaning of a Serious Incident

For the purposes of the definition of **serious incident** in section 5(1) of the Law, each of the following is prescribed as a serious incident—

- (a) the death of a child—
 - (i) while that child is being educated and cared for by an education and care service; or
 - (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—
 - (i) which 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;

Example—A broken limb.

(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;

Example—Severe asthma attack, seizure or anaphylaxis reaction.

(d) any emergency for which emergency services attended;

(e) 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.

Reg 85	Incident, injury, trauma and illness policies and procedures
Reg 86	Notification to parents of Incident, injury, trauma and illness
Reg 87	Incident, injury, trauma and illness records
Reg 89	First Aid Kits
Reg 136	First Aid qualifications
Reg 137	Approval of qualifications
Reg 168	Education and care service must have policies and procedures

9 References:

Community Early Learning Australia, *Sample Administration of First Aid Policy July 2017*, accessed online 17/10/18 at url: <https://www.cela.org.au>

Education and Care Services National Regulations 2011, accessed on-line 17/10/18 at url: <https://www.legislation.nsw.gov.au>

10 Reviewing Strategy and History:

Review should be conducted biennially to ensure compliance with this procedure

Version No.	Reviewed By	Approved By	Approval Date	Notes
1	Staff, parents Management Committee	Liam Fudali-chairperson	25/6/13	New policy
1.1	Staff & Management	Liam Fudali-chairperson	23/9/13	Minor addition of critical incident form and contact no for the regional director
2	Staff & Management	Josephine Salisbury-chairperson	15/6/16	Amended reporting processes Amended definitions Updated references
2.1	Staff, parents Management Committee	Melissa Smithen chairperson	12/12/18	Added Section 8 Regulations & Legislation Minor wording changes Administrative edit including format Updated referencing & review history
2.2	Educators, parents Management Committee	Alison Cooksley Acting chairperson	25/11/20	administrative edit including format Minor wording changes Updated referencing & review history