



INCIDENT, INJURY, TRAUMA AND ILLNESS POLICY

(required-regulation 85)

Policy Statement

New Lambton District OOSH (NLDOOSH) aims to ensure the safety and wellbeing of all children, staff and visitors at our centre. Safety is a priority and all precautions are taken to prevent incidents, injuries, trauma and illness at our centre.

In the event of an incident, injury, trauma or illness NLDOOSH will make every attempt to ensure sound management of the situation. Parents/ guardians or emergency contacts will be informed immediately where the incident, injury or trauma is deemed serious.

Procedures

Illness

- a. Parents/ guardians are responsible for informing the centre of any injury, illness or medical condition affecting their child prior to enrolment or as soon as the injury, illness or condition becomes apparent.
- b. Parents/ guardians are expected to access the Incident, Injury, Trauma and Illness Policy as well as the Dealing with Infectious Diseases Policy at the time of enrolment via our website.
- c. Children will not be accepted at the centre if they appear to be suffering from an infectious or communicable disease, or in the opinion of the educators, appear too unwell to attend.
- d. An adult or child will be considered sick if they:
 - Sleep at unusual times or are lethargic
 - Have a fever over 38 °
 - Are crying constantly from discomfort
 - Vomit or have diarrhoea
 - Need constant one to one care.
- e. If a child is unwell at home, parents/ guardians are not permitted to bring the child to the centre.
- f. If a child becomes ill or develops symptoms at the centre the parents/ guardian will be notified as soon as practicable and will be asked to take the child home. Where the parents/ guardians are not available, emergency contacts will be called to ensure the child is removed from the service promptly.
- g. Educators will ensure that a parent/ guardian of the child is notified as soon as practicable, but no later than 24 hours, after the occurrence if the child is involved in any incident, injury, trauma or illness while the child is being cared for.
- h. The Illness/ Infectious Disease Register will be discussed at monthly staff meetings to ensure awareness amongst staff.

- i. Children who are ill will be comforted, cared for and moved to a quiet isolated area with access to safe and clean furniture for their comfort. They will be supervised by an educator until the child's parent/ guardian or other authorised adult takes them home. Every effort will be made to minimise the risk of cross-infection.
- j. During a fever, natural methods will be employed to bring the child's temperature down until the parents/ guardians arrive or help is sought. Such methods include clothing removed as required, clear fluids given and tepid sponges administered. If the situation becomes serious additional medical attention will be sort immediately.

Incident, injury or trauma

- a. The centre has clear emergency procedures that are communicated to staff and students. Emergency drills are completed in the AM and PM sessions each term.
- b. The Work Health and Safety Coordinator is responsible for production and dissemination of appropriate emergency procedures.
- c. In the event of an incident educators will undertake sound management to prevent worsening of the situation and ensure the safety of all in the care of NLDOOSH.
- d. Parents/ guardians or emergency contacts will be informed as soon as practicable, but no later than 24 hours, after an occurrence where their child is involved in an incident, injury or trauma that is deemed serious. Educators will complete an incident, injury, trauma and illness record that will be signed by the parent/s or guardian/s of any child/ren involved.
- e. Any child that is injured will be kept under educator supervision until they recover or are signed out of the centre by an authorised person.
- f. The witnessing educator must fill out the Incident, Injury, Trauma and Illness Record, with all details recorded. The record is to be lodged with the Nominated Supervisor, who will complete any comments required on the form. As soon as possible after the completion of the report, the parents/guardians of the child are asked to read, sign and date report.
- g. All Incident, injury, trauma and illness record are to be filed and kept until the child involved turns 21.
- h. All staff are responsible for reporting any incidents and/or near misses to the Centre Coordinator and Work Health and Safety Officer and children are to be encouraged to report any incidents and/or near misses. Dependent on the incident, a Hazard Report form or Incident, Injury, Trauma and Illness record should be completed.
- i. In the event of a head injury, parents/ guardians will be notified as soon as practicable.

Major incident

- a. In the event of a major incident that requires more than basic first aid the First Aid Attendant will:
 - assess any injuries and decide whether the injured person needs to be attended by a local doctor or whether an ambulance should be called. They will inform the educator in charge or Nominated Supervisor of their decision. Although parents/ guardians should be notified straight away there should be no delay in arranging proper medical treatment.
 - attend to the injured person and apply first aid as required, ensuring the use of disposable gloves for any contact with blood or bodily fluids as per the hygiene policy.

- stay with the child until suitable help arrives, or further treatment taken, making the child comfortable and reassuring them that their parent/ guardian will be on their way.
- accompany the child if they are taken to hospital by ambulance if the child's parent/ guardian is not available to accompany them. The First Aid Attendant will take with them any available medical records regarding the child.
- complete an Incident, Injury, Trauma and Illness record and a report for the Regulatory Authority.

b. Other educators will:

- reassure other children, keep them calm, inform them about the situation as appropriate notifying them only that a serious incident has occurred. Children are to be removed from the scene and kept away from any injured people. If necessary, parents/ guardians can be contacted for early collection of children.
- immediately notify the parents/ guardians or emergency contact person informing them about the incident and the actions that have been taken to manage the situation, referring the parent/ guardian to the relevant medical agency. Only a qualified medical practitioner can declare a person dead therefore educators should ensure parents are only advised that the injury is serious. All care should be taken to impart this information in a calm and extremely sensitive manner.
- Ensure the site of any accident is not cleared, or any blood or fluids cleaned up, until approved to do so by the Police. Once Police have approved the cleaning of the area, Educators are to ensure that all blood and bodily fluids are cleaned up in a safe manner and as per staff procedure.
- ensure that anyone who came in contact with any blood or fluids washes the area in warm soapy water.
- adhere to any other emergency procedures as necessary.

Where the incident involves a child's behaviour/actions (See also Behaviour Management Policy)

- If educators deem a child's behaviour/ actions to be harmful to themselves, or others, the child's parents/ guardian will be contacted and asked to collect the child immediately.
- The witnessing educator will then complete an Incident, Injury, Trauma and Illness record as soon as possible after the incident occurred, noting all relevant details including:
 - behaviours preceding and following the incident
 - any discussion between educators and the child
 - the names of other children involved
 - any action taken by educators.
- The report will be lodged with the Nominated Supervisor, who will sign and date it.
- The report will be shown to the parents/ guardian and the incident discussed with them at a time convenient to both parties. The parent/ guardian is to sign and date the report.
- If the behaviour of the child is deemed by educators to require ongoing observation, educators will complete incident reports in order to establish an effective method of resolving the child's behaviour.

f. When several incident reports have been lodged and educators deem that there is inattention by the child's parent/ guardian to the situation, the incident reports will be brought to the attention of the NLDOOSH Management Committee, and further action will be determined.

g. Resulting action will be as per the NLDOOSH Behaviour Management Policy.

h. Once an Incident, Injury, trauma and illness record has been completed it will be included in the centre's staff meeting folder to be reported at the following staff meeting. Then it will be filed under "past incident reports"

Reporting serious incident, injury or trauma

a. Accidents that result in serious injury (including death) to a child must be reported to the:

- Ambulance Service
- Police
- Parents/Guardian
- Regulatory Authority
- Network of Community Activities.

b. The Regulatory Authority will be notified if a serious incident occurs as soon as practicable but not later than 24 hours after the incident occurred. If it is some time after the incident that it becomes apparent it was serious, educators are required to notify the regulatory authority within 24 hours of becoming aware that the incident was serious. For example: a child may hurt their arm at the service, be in no obvious pain and continue to play. If the parent/ guardian later advises that the child's symptoms had worsened and a fractured arm had been confirmed, the service will report this as a serious incident.

How to decide if an injury, trauma or illness is a "serious incident"

a. A 'serious incident' refers to:

- the death of a child while being educated and cared for at the centre or following an incident while being educated and cared for by the centre
- any incident involving injury or trauma to, or illness of, a child while being educated and cared for by the centre whereby the attention of a registered medical practitioner was sought, or ought reasonably to have been sought or the child attended, or ought reasonably to have attended, a hospital
- any incident where the attendance of emergency services at the centre was sought or ought reasonably to have been sought
- any circumstances where a child being cared for at the centre appears to be missing or cannot be accounted for, appears to have been taken or removed, or is mistakenly locked in or out of the centre's premises.

Death or serious injury to a child or educator out of hours

- a. In the event of tragic circumstances such as the death of a child or staff member, staff will make every effort to minimise trauma to other staff and children.
- b. If a child is the deceased, the Nominated Supervisor should contact the child's school to discuss their response to the event.
- c. The Nominated Supervisor should also contact with the NSW Regulatory Authority to seek advice on an appropriate response from the centre.

Considerations:

Name	Reference
Education and Care Services National Regulations	81, 85, 86, 88, 103, 105, 136, 168,
National Quality Standard	2.1, 2.2, 2.3, 4.2
Other NLDOOSH policies/ documentation	<ul style="list-style-type: none"> • Administration of First Aid Policy • Behaviour Management Policy • Incident, Injury, Trauma and Illness Record • Attending to Spills of Blood and Other Body • Substances Staff Procedure • Hazardous Materials Procedure • Disposal of Hazardous Waste Found on Centre • Grounds Staff Procedure • Snake Funnel Web and Red Back Spider Policy • HIV, Hepatitis and other Blood Borne Virus Infections • Staff Procedure • Dealing with Infectious Diseases Policy • Dealing with Infectious Diseases Staff Procedure • Providing a Child Safe Environment Policy
Other	<ul style="list-style-type: none"> • <i>My Time, Our Place – Framework for School Age Care in Australia</i>, Council of Australian Governments 2011 • Education and Care Services National Law Act 2010 • Australian Children's Education & Care Quality Authority • Children and Young Person's (Care and Protection) Act 1998 • Department of Health Guidelines • Department of Education Guidelines • Network of Community Activities

Policy status

Policy developed	August 2012
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Policy owned by	Centre Coordinator, Employees, Families, Management and Interested Parties

