



Incident, Illness, Accident and Trauma

National Quality Standards:

Area 2 - Children’s health and safety

Standard 2.2 - Safety: Each child is protected

Elements:

2.1.2 - Health practices and procedures

Effective illness and injury management and hygiene practices are promoted and implemented.

2.2.1 - Supervision

At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard

2.2.2 - Incident and emergency management

Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented

Children (Education and Care Services) National Regulations (2011 SI 653):

Reg. 12	Meaning of serious incident
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 record
Reg. 88	Infectious diseases
Reg. 89	First aid kits
Reg. 97	Emergency and evacuation procedures
Reg. 161	Authorisations to be kept in enrolment record
Reg. 62	Health information to be kept in enrolment record
Reg. 168	Education and care service must have policies and procedures
s 174	Time to notify certain circumstances to Regulatory Authority
s 176	Time to notify certain circumstances to Regulatory Authority

Policy Statement:

In early childhood, including school aged children, illness spreads quickly and easily from one child to another, even when implementing the recommended hygiene and infection



control evidence-based practices. Additionally, accidents can occur when children are playing together.

Purpose:

To assist in preventing illness and reducing the likelihood of accidents through our risk minimisation strategies and effective hygiene practices.

Scope:

This policy is relevant to Educators and staff, volunteers, children, parents and families.

Implementation:

The Centre Co-Ordinator will ensure that the parent of a child is notified as soon as practicably and without undue delay when their child is ill, injured or suffers a trauma. Parents will be notified no later than 24 hours after the illness, injury or trauma occurs. An Incident, Injury, Trauma and Illness Record will be completed at the Service without delay.

First aid kits will be easily recognisable and readily available in all areas where children are present at the Service and during excursions. All first aid kits will be suitably equipped and stocked having regard to the hazards at the Service, past and potential injuries, the size and the location of the Service.

Adventure OSHC will ensure all Educator's first aid, anaphylaxis management and asthma training are current and up to date every three years, and CPR training is up to date every year. All Adventure OSHC Educators are first aid trained or working towards this qualification. There will always be at minimum one educator on site with childcare first aid training.

During induction training for new Educators and staff, we will:

- Ensure each Educator is aware of where the first aid kits are kept, and who all of the children with allergies, asthma etc are.

Administration of First Aid:

If an accident, illness or injury requiring first aid occurs, the following response procedure will be implemented:

- Educator/staff member notifies the Responsible Person of illness, incident or injury. Educator completes basic first aid if necessary, e.g. ice pack, band aid.
- Responsible Person reviews child's medical information including any medical information disclosed on the child's enrolment form, medical management plan or medical risk minimisation plan before completing more advanced first aid.



- If the illness or incident involves asthma or anaphylaxis, the Educator will attend to this situation and perform necessary first aid.
- Responsible Person and Educators will supervise the children and care for them in the vicinity of the injury, illness or incident.
- If required, an Educator or Responsible Person will call an ambulance.
- If required, an Educator or Responsible Person will notify the child's parent or authorised nominee that the child requires medical attention from a medical practitioner.
- If required, an Educator or Responsible Person will contact the child's parent/family authorised to arrange collection of the child from the Service.
- The Responsible Person will ensure that an Incident, Injury, Trauma and Illness Record is completed in full and without delay and a parent or authorised nominee is notified as soon as possible (within 24 hours) of the injury, illness or trauma.

First Aid Kit Guidelines:

All first aid kits at the Service must:

- Not be locked,
- Not contain paracetamol,
- Be appropriate for the number of employees and children that attend the Service, and adequate for the immediate treatment of injuries at the Service,
- Be in a place that takes an employee no longer than 2 minutes to reach, including time required to access secure areas,
- Be constructed of restraint material, be dustproof and of sufficient size to adequately store the required contents,
- Be capable of being sealed and preferably be fitted with a carrying handle as well as have internal compartments to store items,
- Be regularly checked (in Week 2 of every Term) using the First Aid checklist to ensure the contents are as listed and have not deteriorated or expired,
- Be easy to access and if applicable, located where there is a risk of injury occurring,
- Display emergency telephone numbers, the phone numbers and locations of the nearest emergency services,
- Be provided in each room,
- Consideration should be given to preventative measures such as sunscreen protection and portable water if working outdoors,
- First aid kits must be taken on all excursions,
- Be maintained in proper condition and the contents replenished if necessary,
- The Service will display a well-recognised, standardised first aid sign to assist in easily locating the first aid kits.

Incident, Injury, Trauma and Illness Record:

Our incident, illness and injury records will be completed via the Playground app.



Notification of Serious Incidents and Complaints:

Adventure OSHC will notify the Regulatory Authority within 24 hours of any serious incident at our Service, according to **s174 of the National Regulations**. Serious incidents include serious injury or trauma to, or illness of a child which a reasonable person would consider require urgent medical attention from a medical practitioner or for which the child attended, or ought reasonably to have attended, a hospital.

Serious injuries, traumas and illnesses include:

- Head injuries, broken limbs, burns, removal of fingers, meningococcal infection, anaphylactic reaction requiring urgent medical attention, witnessing violence or a frightening event, epileptic seizures, whooping cough, measles, sexual assault.

A serious incident also includes:

- Death of a child at the Service or following an incident at the Service,
- An incident at the Service where emergency services attended or ought reasonably to have attended,
- A child is missing,
- A child has been taken from the Service without the authorisations required under the regulations,
- A child is mistakenly locked in or out of the Service.

If the Service only becomes aware that the incident was serious after the fact, we will notify the Regulatory Authority within 24 hours of becoming aware that the incident was serious.

The Approved Provider (Adventure OSHC) will also notify the Regulatory Authority in writing:

- Within 24 hours of any complaints alleging that the safety, health or wellbeing of a child is being compromised at the Service, or
- Within 24 hours of the attendance of any children being educated and cared for in an emergency. This includes where the child needs protection under a Child Protection Order or the parent of the child needs urgent health care. The emergency care can be for no more than two consecutive days that the Service operates.
 - We will advise the Regulatory Authority what the emergency is and make a statement that the Approved Provider has taken into account the safety, health and wellbeing of all children attending the service before deciding to accept the additional child/children.

Illness Procedure:



When a child becomes ill at the Service, Educators will:

- Settle the child in a quiet area,
- Contact the child's parent/family and ask for the child to be picked up within a reasonable time frame,
- Parents/family will be asked to notify Adventure OSHC if the child's illness is a result of an infectious disease and the child will be required to be kept at home,
- Ask the child's parents to consider the safety and wellbeing of others before bringing the child back to the Service.
- Further information can be found from *Staying Healthy in Child Care (Current Edition)* to detail specific illness symptoms, causes and exclusion periods recommended.

Sources:

- Guide to the Education and Care Services National Law
- Education and Care Services National Regulations (2011 SI 653)
- National Quality Standards
- National Health and Medication Research Council - <https://www.nhmrc.gov.au/>
- NSW Department of Health - <https://www.health.nsw.gov.au/>

Version control created	26 March 2021
Reviewed	11 March 2022 - No changes
Reviewed	1 February 2023 - Minor changes (format, business name change)
Reviewed	11 September 2023 - Minor changes (formatting), related policies added
Reviewed	September 2024 - Minor change to details around staff with first aid qualifications
Next review	September 2025