



INCIDENT, INJURY, TRAUMA AND ILLNESS POLICY

(This is one component of our Child Safe Environment Policies)

AIM

The Education and Care Services National Regulations require approved providers to ensure their services have policies and procedures in place if a child is injured, becomes ill, or an incident occurs while attending the service and in relation to the administration of first aid. This policy aims to provide clear lines of action to effectively manage an event involving a child becoming injured or involved in an incident. All Stakeholders ensure risks are assessed and minimised to avoid any accident/incident occurring, this is a part of our paramount considerations towards children.

PROCEDURE

- The Approved Provider and Nominated Supervisor will ensure there is always adequate supervision. (National Law- Section 165)
- The Approved Provider will ensure that every reasonable precaution is taken to protect children from harm and hazards likely to cause injury/incident. (National Law-Section 167)
- All contact staff will hold a current First Aid, CPR, Asthma and Anaphylaxis Certificate.
- Upon enrolment Parents/Guardians provide authorisation for the Approved Provider, Nominated Supervisor, or an Educator to seek medical treatment for the child from a registered medical practitioner, hospital or health service and, if required, transportation by an ambulance service. (Regulation – 161)

Following a sudden accident or illness the subsequent action will be taken:

- If the incident is minor, the staff will apply appropriate first aid procedures complying with the preschool's policy for handling spills of bodily fluids.
- When an accident/illness is serious, staff will contact the child's parent/guardians or emergency contact prior to action being taken. When contact cannot be made the child will be referred to medical care.
- If the incident/illness requires medical attention, an ambulance will be called immediately on 000. Trained staff will apply their first aid training until the ambulance arrives. Staff will contact the child's parent/guardian or emergency contact.
- In the case of a child requiring immediate medical attention, staff will transport the child to the Lennox Head Medical Centre and meet their parents/guardians there.
- Ambulance Travel-
 - Parents/ Guardians will be contacted and informed of the incident, staff travelling with the child and destination.
 - A Staff member will travel with the child and stay until Parents/Guardians arrive.
 - Replacement staff to be implemented, if necessary, and any transport costs implicated towards the staff member will be paid for by the pre-school. (See Attachment appendix 1b.)
- The Nominated Supervisor must notify management, the Parents/Guardians and the regulatory authority of all serious illness/accidents that require medical or dental treatment.
- The Nominated Supervisor must notify the Regulatory Authority of any accident/incident/trauma which has had to have medical intervention as per the laws and regulation timelines. (within 24 hours)
- The Nominated Supervisor and Educators must notify management, authorities, parents/guardians and the police in case of a death at the Pre-school.

IN ALL CASES

- During the incident/illness staff not involved in the emergency will care for other children in the preschool.
- An accident report is to be filled out for all accidents/illness that require any First Aid within the preschool and is to be signed by both staff and parent/guardian. A copy of the report is available on request to Parent/Guardian.
- Parents/Guardians signing report sign that they will notify the preschool if medical attention is required

- Parents/Guardians are notified as soon as practicable, but no later than 24 hrs after the occurrence. (As per Regulation 86 of the National Regulations)
- All accidents/illness will be recorded on the accident register.
- All Accidents/Incident reports will be kept until the child is 25 years old. (As per Regulation 177 of the National Regulations)
- Where appropriate insurers will be notified of the incident.
- The Nominated Supervisor/Responsible Person will investigate the cause of any accident/incident and take appropriate steps to adjust/remove the cause if required.

Attachments

1 a & b ACCIDENT/Illness FORMS

2 AMBULANCE Transfer

3 Dept. accident notification form