



## **INCIDENT, INJURY AND TRAUMA POLICY**

### **Introduction:**

The health and safety of children in our Preschool is the responsibility of approved providers and all educators. Policies and procedures (including documented records) must be in place to effectively manage the event of any incident, injury and/or trauma that occurs in the Preschool according to current relevant legislation. Your children's innate desire to explore and test their growing capabilities is essential in developing wellbeing. Educators must consider the understanding of all of the elements of wellbeing, and ensure that programs also acknowledge the importance of risk management to provide a safe environment and reasonably protect children from potential harm.

### **Aims:**

#### **The Preschool will:**

- Promote the wellbeing of each child through the Preschool program;
- Establish procedures and practice that minimise the risk of harm to children;
- Maintain communication with families to ensure that they are informed of any incidents, injuries and or traumas to their child/ren as required;
- Ensure that records of any incident, injury and trauma are documented, transmitted to the Department of Education (if deemed serious) as required (Form S101) and kept in storage according to regulatory requirements; and
- Ensure that this policy is implemented in conjunction with our Emergency and Evacuation policy.

### **Implementation Strategies:**

The development of children's wellbeing is paramount to the educational philosophy of the Preschool. The Preschool program is planned according to the development of children's wellbeing and their emerging capabilities.

#### **The Approved Provider will:**

- Notify the Regulatory Authority of any serious incident at the education and care service, the death of a child, or complaints alleging that the safety, health or wellbeing of a child was, or is, being compromised.

#### **The Director/Nominated Supervisor will:**

- Ensure at least one educator holding a current approved first aid qualification is present at all times when the children are being educated and cared for by the Preschool;
- Ensure the Preschool has the correct number of first aid kits, suitably equipped and maintained;
- Ensure families of children enrolled at the Preschool have given written consent for Preschool staff to seek urgent medical, dental or hospital treatment or ambulance service, and treatment currently collected in the 'Enrolment Form';

## Quality Area 2: Children's Health and Safety

- Ensure all staff are aware of and know how to complete an 'Incident, Injury and Trauma Record' when required;
- Ensure staff aware of the appropriate accessibility for approved officers and families to these records and the appropriate storage of these records according to regulatory requirements;
- Complete an audit of the Injury, incident, trauma and illness reports to reflect the effectiveness of the procedures in place at the Preschool;
- Ensure all staff have access to appropriate up to date information, or professional development on the management of incidents; and
- Ensure all staff have access to the Regulations and Law and are aware of their responsibilities under these ensuring that this occurs as part of the staff induction or orientation to the Preschool and that position descriptions reflect this responsibility.

### **Educators will:**

- Ensure that all children have opportunities to engage in experiences that enhance their sense of wellbeing and allow children to develop a sense of assessing risks for themselves as appropriate;
- Consider the planning of the physical environment and experiences, ensuring that the spaces are safe;
- Thoughtfully group children to effectively manage supervision and any potential risks to children's health and wellbeing;
- Respond to children in a timely manner, provide reassurance and ensure children's emotional and physical wellbeing is paramount at all times;
- Seek further medical attention for a child if required;
- 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 immunisation status 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 recording as appropriate. Educators will contact the child's authorised person to inform them of the illness signs, or to request the collection of the child;
- Maintain appropriate work health and safety standards when attending to children's injuries and applying first aid;
- Develop partnerships with families and use this understanding to guide the development of practice in relation to individual children's emerging capabilities;
- Check that equipment and furniture in the Preschool is well maintained and that any materials that may be hazardous are removed or repaired;
- Ensure that hazardous items are inaccessible to children.

### **Families will:**

- Inform the Preschool of their child's particular requirements, and provide any relevant documentation such as: current immunisation status, letters from a medical professional if required;
- Be informed of policies and procedures upon enrolment with regards to first aid, incidents, injuries, traumas and illnesses whilst at the Preschool, and exclusion practices, including immunisation status and illnesses at the Preschool;
- Be notified of any incident, injury or trauma as soon as is practicable, but no later than 24 hours after the noted incident and will be offered a copy of the report;
- Be provided access to information on children's development, the Preschool program, and relevant resources from the Preschool.

## Supporting Documentation:

DOCUMENTATION TYPE	DOCUMENTATION NAME	LOCATION
Preschool Policy	Emergency and Evacuation	Policy Manual at sign in / Dropbox Policy Folder
Preschool Form	Enrolment & Orientation	Appendix / Forms folder / Dropbox Policy Folder
Preschool Policy	First Aid	Policy Manual at sign in / website / Dropbox Policy Folder
Preschool Policy and Form	Incident, Injury and Trauma	Appendix / forms folder / Dropbox Policy Folder
Preschool Policy and Form	Medication and Medical Conditions	Policy Manual at sign in / Dropbox Policy Folder
Serious Incident Report - DOE Form	S101 Serious Incident	ACECQA website: <a href="http://www.acecqa.gov.au/">http://www.acecqa.gov.au/</a>

### Policy Availability

This Incident, Injury and Trauma Policy will be readily accessible to all staff, families and visitors. A hard copy is located at the sign in desk and a copy is accessible through our website [www.nwcps.org](http://www.nwcps.org)

### Review

All staff along with the Nominated Supervisor will monitor and review the effectiveness of the Incident, Injury and Trauma policy annually. Updated information will be incorporated as needed. Families will be invited to provide feedback at each review period.

### Review History: Version 4

- March 2008 Policy created
- April 2013 Policy reviewed
- June 2013 Policy reviewed and renamed
- October 2014 Policy reviewed
- March 2016v2 Policy reviewed and updated
- December 2017 Policy reviewed and updated
- September 2018 Policy reviewed and amended to reflect NQS & legislation
- September 2019 Policy review date

### Legislation:

Education and Care Services National Law Act 2010: Section 174(2)

Education and Care Services National Regulations 2011: 77, 85-87, 103, 177,183

Links to National Quality Standard: 2.1; 2.1.1; 2.1.2; 3.1; 3.1.2; 7.1.2

Occupational Health and Safety Regulations 2007

Australian Standards AS3745-2002 Emergency Control procedures for buildings, structures and workplaces

Children and Young Persons (Care and Protection) Act 1998