



# **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.

The National Regulations require an accurate Incident, Injury, Trauma and Illness Report to be kept and stored confidentially until the child is 25 years old. Under the national legislation, an education and care service must record details in the Incident, Injury, Trauma and Illness Report for the following occurrences:

- an incident in relation to a child,
- an injury received by a child
- trauma to which a child has been subjected
- an illness that becomes apparent.

## **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.

## **Incident, Injury, Trauma and Illness Report**

Details entered in the Incident, Injury, Trauma and Illness Record include the following:

- the name and age of the child;
- the circumstances leading to the incident, injury or trauma, or relevant circumstances surrounding the child becoming ill (including any symptoms);
- the time and date the incident occurred, the injury was received or the child was subjected to the trauma, or the apparent onset of the illness;
- the action taken by the service, including any medication administered, first aid provided or medical personnel contacted;
- details of any person who witnessed the incident, injury or trauma, or the apparent onset of illness;
- the name of any person the service notified, or attempted to notify, of any incident, injury, trauma or illness that a child suffered while being educated and cared for by the service, and the time and date of the notifications/attempted notifications;
- the name and signature of the person making an entry in the record, and the time and date that the entry was made; and
- signature of a parent/guardian to verify that they have been informed of the occurrence.

All information will be included in the Incident, Injury, Trauma and Illness Report as soon as is practicable, but not later than 24 hours after the incident, injury or trauma, or the onset of the illness.

### **Preventative Strategies**

- 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.
- Regularly check equipment in both indoor and outdoor areas for hazards, and take the appropriate action to ensure the safety of the children when a hazard is identified.
- Reviewing the cause of any incident, injury or illness and taking appropriate action to remove the cause if required.
- Ensure staff have access to appropriate up to date information, or professional development on the management of incidents.
- Maintain high levels of supervision at all times.
- Review supervision plans regularly.

### **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.
- Ensuring that the premises are kept clean and in good repair.
- Ensuring that completed medication records are kept until the end of 3 years after the child's last attendance (regulation 92, 183).
- Ensuring that a parent/guardian of the child is notified as soon as is practicable, but not later than 24 hours after the occurrence, if the child is involved in any incident, injury, trauma or illness while at the service (regulation 86).
- Ensuring that incident, injury, trauma and illness records are kept and stored securely until the child is 25 years old (regulations 87, 183).
- Ensuring that there is a minimum of one staff member or one Nominated Supervisor at the service with a current approved first aid qualification on the premises at all times.

- Ensuring that children's enrolment forms provide authorisation for the service to seek emergency medical treatment by a medical practitioner, hospital or ambulance service.
- Ensuring that an incident report is completed and a copy forwarded to the regulatory authority as soon as is practicable but not later than 24 hours after the occurrence.

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

- Notifying parents/guardians immediately after an incident, injury, trauma or medical emergency, or as soon as is practicable.
- Requesting the parents/guardians make arrangements for the child or children involved in an incident or medical emergency to be collected from the service, or informing parents/guardians if an ambulance has been called.
- Notifying other person/s as authorised on the child's enrolment form when the parents/guardians are not contactable.
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- 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'*;
- 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;
- 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.
- Ensuring that regulatory and legislative responsibilities are met in relation to any incident, injury or medical emergency.
- Maintaining all enrolment and other medical records in a confidential manner.
- Regularly checking equipment in both indoor and outdoor areas for hazards, and taking the appropriate action to ensure the safety of the children when a hazard is identified.
- Reviewing the cause of any incident, injury or illness and taking appropriate action to remove the cause if required.
- Notifying families of this policies existence and providing them with access.

### **Educators will:**

- Recording details of any incident, injury or illness in the Incident, Injury, Trauma and Illness Record as soon as is practicable but not later than 24 hours after the occurrence.
- 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;

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

- 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

DOCUMENTATION TYPE	DOCUMENTATION NAME	LOCATION
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)

## Evaluation and Review

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this Policy every two years. Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the preschool; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

## Review History: Version 5

- 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
- October 2020 Policy reviewed and amended to meet current legislation and guidelines and roles and responsibilities of the preschool.

## 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  
Work Health and Safety Regulations 2017  
Work Health and Safety Act 2011  
Australian Standards AS3745-2010 Planning for emergencies in facilities  
Children and Young Persons (Care and Protection) Act 1998  
ACECQA