

2.8 Incident, Injury, Trauma and Illness Policy

QUALITY AREA 2: Children's Health and Safety

Policy Statement

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, Bellinggen Preschool must record details in the 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 and becomes apparent

Goals:

Policies and procedures (including documented records) must be in place to effectively manage the event of any incident injury, trauma and illness that occurs in the service. Young 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.**

Strategies

Incident, Injury, trauma and Illness Report

Details entered in the Record include the following:

- the name of the child, date of birth and age of child
- the circumstances leading to the incident, injury or trauma, or relevant circumstances surrounding the child become 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, and the time and date;
- the name and signature of the person making an entry in the record, and the time and date that the entry was made;
- 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 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
- provide staff with access to appropriate up to date information, or professional development on the management of incidents.

Roles and Responsibilities

Role	Authority/responsibility for
Approved Provider	<ul style="list-style-type: none"> ▶ 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 (Reg. 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 (Reg. 86) ▶ Ensuring that incident, injury, trauma and illness records are kept and stored securely until the child is 25 years old (Reg. 87, 183) ▶ Ensuring that there is a minimum of one educator 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
Nominated Supervisor	<ul style="list-style-type: none"> ▶ 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 ▶ 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
Educators Certified Supervisors	<ul style="list-style-type: none"> ▶ 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 ▶ Seek further medical attention for a child if required ▶ Be aware of the signs and symptoms of illness/trauma ▶ 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 request the collection of the child ▶ In response to a child registering a high temperature, follow procedures for temperatures, complete the incident, injury, trauma and illness record as required

Families	<ul style="list-style-type: none"> ▶ Be informed of policies and procedures upon enrolment with regards to first aid, illness whilst at the service, and exclusion practices, including immunisation status and illnesses at the service ▶ Inform the service of their child's particular requirements, and provide any relevant paperwork to the service, such as immunisation status, health plans, allergies etc ▶ Be notified of any incident, injury, trauma, or illness as soon as is practicable, but no later than 24 hours after the noted incident, and will be provided with a copy of the report ▶ Received access to this policy and notification of its existence ▶ Be provided access to information on child's development, the service program, and relevant health and wellbeing resources from the service
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Related Guidelines, Standards, Frameworks

- QA2: Children's Health and Safety – Standard 2.1
- QA3: Physical Environment – Standard 3.1, 3.1.1,3.1.2
- QA7: Leadership and Service Management – Standard 7.1.2

Sources:

- ACECQA
www.acecqa.gov.au
- Incident, Injury, trauma, Illness Template
www.acecqa.gov.au/resources-and-templates/

Monitoring, Evaluation and Review

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, Bellingen Preschool will review this Policy every 3 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 Bellingen Preschool will ensure that families of children enrolled 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 service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

Policy developed February 2013

Policy updated August 2015

Policy updated April 2016

Policy reviewed July 2018

Date endorsed 18th July 2018 Date to be reviewed July 2021



Incident, injury, trauma and illness record

(Circle relevant type of record)

Child details

Surname: Given names:

Date of birth:/...../..... Age:

Room/group:

Incident/injury/trauma/illness details

Incident/injury/trauma

Circumstances leading to the incident/injury/trauma:

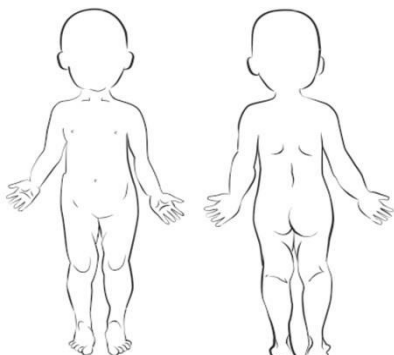
Products or structures involved:

Location: Time: am/pm Date:/...../.....

Name of witness:

Signature: Date:/...../.....

Nature of injury sustained:



- | | |
|---|---|
| <input type="checkbox"/> Abrasion, scrape | <input type="checkbox"/> Cut |
| <input type="checkbox"/> Bite | <input type="checkbox"/> Rash |
| <input type="checkbox"/> Broken bone / fracture | <input type="checkbox"/> Sprain |
| <input type="checkbox"/> Bruise | <input type="checkbox"/> Swelling |
| <input type="checkbox"/> Burn | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Concussion | |

Illness

Circumstances surrounding child becoming ill, including apparent symptoms:

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Time of illness: am/pm Date of illness:/...../.....

Action Taken

Details of action taken, including first aid administration of medication:

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.....
.....

Medical personnel contacted: Yes / No

If yes, provide details:

.....
.....

Details of person completing this record

Name: Signature:

.....

Time record was made: am/pm Date record was made
...../...../.....

Notifications (including attempted notifications)

Parent/guardian: Time: am/pm Date:
...../...../.....

Director/teacher/coordinator: Time: am/pm Date:
...../...../.....

Regulatory authority (if applicable): Time: am/pm Date:
...../...../.....

Parental acknowledgement:

I

(name of parent/guardian)

have been notified of my child’s incident/injury/trauma/illness.

(Please circle)

Signature: Date:/...../.....

Additional notes / follow up – Please see attached if required

