



Incident, Injury, Trauma and Illness Policy

Quality Area 2:
Children's Health
and Safety

POLICY STATEMENT

It is the responsibility of the Preschool to provide an environment that supports the safety and health of the children at the service. The innate desire for young children to explore and test their growing capabilities is essential in developing wellbeing and a sense of belonging. Policies and procedures are used for effective management of the preschool environment, supervision, risk management and any incident, injury, trauma and illness that occurs at the service.

Our Service aims to ensure that proper measures are taken to record details of Incidents, Injury, Trauma and Illness of 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.

In compliance with The National Regulations, accurate *Incident, Injury, Trauma and Illness Records* will be kept and confidentially stored until the child is 25 years of age.

NATIONAL QUALITY STANDARDS

Element 2.1.1

Wellbeing and Comfort – Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation

Element 2.1.2

Health Practices and procedures – Effective illness and injury management and hygiene practices are promoted and implemented

Element 3.1.2

Upkeep – Premises, furniture and equipment are safe, clean and well maintained.

Element 7.1.2

Management systems – Systems are in place to manage risk and enable to effective management and operation of a quality service

AIMS

That staff respond effectively in a timely manner to any incident, injury, trauma or illness that occurs at the service.

To evaluate and monitor the preschool environment to minimise risk and protect children from potential harm while supporting a child's innate desire to explore and test their capabilities. To ensure procedures are in place to respond to any identified hazards, risks or emergencies. To provide a Preschool environment that is nurturing and promotes the wellbeing of each individual child.

That all staff understand the importance of risk minimisation and of the protection of children from potential harm and that this is reflected throughout the preparation and implementation of programs.

To establish and maintain strong communication with families, ensuring they are informed of any incidents, injury, trauma or illness relating to their child/ren as required.

IMPLEMENTATION – ROLES AND RESPONSIBILITIES

The Approved Provider is responsible for

- In accordance with National Regulations, ensuring all policies, procedures and templates are developed regarding Incident, Injury, Trauma and Illnesses and that they are routinely reviewed.
- Ensuring that the premises and all equipment and furniture used in providing the education and care are safe, clean and in good repair (Regulation 103).
- Ensuring that completed medication records are kept until the end of 3 years after the child's last attendance (Regulations 92, 183).
- Ensuring that a parent/guardian of the child is notified as soon as is practicable, but no later than 24 hours after the occurrence, if a child is involved in any incident, injury, trauma or illness while at the service (Regulation 86).
- Ensuring that children's enrolment forms provide authorisation for the service to seek emergency medical treatment by a medical practitioner, hospital or ambulance service.
- Ensure that Records of Incidents, Injury, Trauma and Illness suffered by a child whilst being educated and cared for at East Lismore Community Preschool are securely stored in accordance with National Regulations, until the child is aged 25 years (Regulations 177, 183).
- Notify the Regulatory Authority within 24hrs of any serious incident or complaints alleging safety, health or wellbeing of a child being compromised whilst in the care of East Lismore Community Preschool. (National Law 174).
- Ensure that policies are made available to families of the service
- Ensure that a copy of the Law and these Regulations is accessible at the education and care service premises at all times for use by nominated supervisors, staff members, volunteers, parents of children enrolled at the service and any person seeking to make use of the service (Regulation 185).
- Providing and maintaining an appropriate numbers of first aid kits in the service, that the first aid kits are suitably equipped to Australian Standards and that they are easily recognized and readily accessible (Regulation 89).

The Nominated Supervisor is responsible for

- Ensuring that regulatory and legislative responsibilities are met in relation to any incident, injury and medical emergency.
- Ensuring risk assessments are carried out for any area of the environment, programming or learning activity that has been identified as a potential cause of injury or incident

- Maintaining all enrolment and other medical records in a confidential manner.
- Developing systems to ensure that daily checks and risk assessments of the environment are documented and that where hazards are identified, they are attended to promptly.
- Reviewing the cause of any incident, injury or illness and taking appropriate action to remove the cause if required.
- Providing access to information on children’s development, the service program, and relevant health and wellbeing resources at the service.
- Ensuring an Educator who holds a current approved first aid certificate is present at all times that the children are being educated and cared for.
- Providing and maintaining an appropriate numbers of first aid kits in the service, that the first aid kits are suitably equipped to Australian Standards and that they are easily recognized and readily accessible (Regulation 89).

Early Childhood Educators are responsible for

- Recording details of any incident, injury or illness in the Incident, Injury, Trauma and Illness Record as soon as is practicable but no later than 24 hours after the occurrence.
- Seeking further medical attention for a child if required.
- Being aware of the signs and symptoms of illness and trauma.
- Being aware of individual children’s allergies and immunisation status and use this knowledge when attending/responding to any incident, injury or illness.
- Responding to children in a timely manner. Providing reassurance and ensuring children’s emotional and physical wellbeing is paramount at all times.
- Responding to children showing signs of illness and begin monitoring the symptoms of the child and documenting 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
- Developing strong partnerships with families and use this understanding to guide the development of practice in relation to individual children’s emerging capabilities
- Regularly checking equipment in both indoor and outdoor areas for hazards and taking appropriate action to ensure the safety of the children when a hazard is identified.

Families are responsible for

- Providing written consent upon enrolment for the Preschool to seek emergency medical attention for their child should this be required
- Providing East Lismore Community Preschool with up to date medical information, including their medicare number and chosen health practitioner/s and contact details for these
- Providing at least two emergency contacts for their child
- Being 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.
- Informing the service of their child’s particular requirements, and provide any relevant paperwork to the service such as immunisation status, health plans, allergies etc.

SOURCES

Community Early Learning Australia (CELA): Sample Policies

LEGISLATION

Education and Care Services National Regulations 2011

Education and Care Services National Law Act 2010

NSW Work Health and Safety Act 2011

NSW Work Health and Safety Regulation 2017

AUTHORISATION

This policy was adopted by the Approved Provider of East Lismore Community Preschool at the committee meeting on 13th May 2020

REVIEW DATE

This policy is set to be reviewed every 2 years unless required earlier due to changes in the workplace or legislative requirements.

Next review date May 2022 **Page 4 of 4**

Next Review Date April 2022