EARLY LEARNING CENTRE INCIDENT, INJURY, TRAUMA AND ILLNESS POLICY

NATIONAL QUALITY STANDARD RELATED STANDARDS/REGULATIONS

Standard 2.1 Health
   Element 2.1.2 Health practices and procedures: Effective illness and injury management and hygiene practices are promoted and implemented.

Standard 2.2 Safety
   Element 2.2.1 Supervision: At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
   Element 2.2.2 Incident and emergency management: Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

Regulation 85 Incident, injury, trauma and illness policies and procedures
Regulation 86 Notification to parents of incident, injury, trauma and illness
Regulation 87 Incident, injury, trauma and illness record
Regulation 175 Prescribed information to be notified to Regulatory Authority
Regulation 176 Time to notify certain information to Regulatory Authority

AIM
All measures will be taken to ensure a safe environment is provided for children and staff at the ELC, to minimise incidents, injuries, trauma and illnesses occurring. If and when these events do occur, staff will respond immediately in accordance with the strategies and practices outlined. This policy aims to ensure that all incidents, injuries, trauma and illnesses occurring at the ELC are recorded and that appropriate medical attention is given.

EXPLANATION
The ELC and all educators prioritise the safety and wellbeing of children, educators and visitors. However, incidents, injuries, trauma and illnesses will occur and clear policies and procedures for the management, recording and follow-up of such events is important. It is important that parents and families feel comfortable that their child is in safe hands when at the ELC, and that incidents, injuries,
trauma and illnesses will be managed and communicated to them in a timely, respectful and professional manner.

**PRACTICE**

**INCIDENTS**

An “incident” is any event in which the health, safety or well being of a child is significantly compromised. The Nationals Regulations refer to “serious incidents” which can include:

- the death of a child while that child is being educated and cared for at the service or following an incident while that child was being cared for by the service.
- a serious injury or trauma while the child is being educated and cared for, which: required urgent medical attention from a registered medical practitioner; or the child attended or should have attended a hospital (e.g. a broken limb).
- any incident involving serious illness at the service, where the child attended, or should have attended a hospital (e.g. severe asthma attack, seizure or anaphylaxis).
- any circumstance where a child appears to be missing or cannot be accounted for.
- any circumstance where a child appears to have been taken or removed from the service premises by someone not authorised to do this.
- any circumstance where a child is mistakenly locked in or locked out of the service premises or any part of the premises.
- any emergency for which emergency services attended. NOTE: It does not mean an incident where emergency services attended as a precaution.

A “serious incident” must be reported to the Regulatory Authority (ACECQA, Children’s Education and Care Assurance (CECA)) within 24 hours of awareness of the incident, using the **ACECQA Notification Of Serious Incident SI01** form.

In any of the above cases, emergency services and the child’s parents should be called immediately, the Director of Junior School (ELC) and Head of Junior School must also be notified.

The ELC “Incident Record” form must be completed.

**INJURY AND TRAUMA**

While every precaution is taken to ensure the health and safety of children, children do experience injuries and physical trauma while at the ELC. These events are managed in the following way:

- All accidents that occur at the Centre, that require first aid treatment, are recorded on an “Incident, Injury and Trauma Record” form.
- Minor grazes or bumps that do not require any treatment beyond cold water and/or a band-aid, are not recorded.
• For all injuries affecting the head, the child’s parents will be called as a precaution. Parents will be given the option of collecting their child, or allowing them to remain at the ELC under close supervision and monitoring.

• At collection time, parent(s) will be asked to read and sign the “Incident, Injury and Trauma Record” form, outlining the event and treatment.

• The “Incident, Injury and Trauma Record” form includes the following:
  o name, surname, DOB, age of the child location, date and room
  o circumstances leading to the injury
  o the time and date when the injury or incident occurred
  o circumstances around the injury
  o action taken
  o details of the person who witnessed the incident or injury
  o the name of the person notified, signature and date
  o action taken to avoid further incidents

• In the case of an injury, a first aid qualified educator/staff member will assess the injury and administer basic First Aid. If the situation requires further medical treatment, staff will contact the parent or authorised nominee.

• If a serious injury occurs, an ambulance will be called. Serious injuries include:
  o Amputation
  o Broken bone/Fractures
  o Burns
  o Head injuries resulting in loss of consciousness

• If an ambulance is required, the child’s parents will be contacted immediately.

• If the parent/s are unavailable, the Emergency Contact will be contacted.

• As the cost of ambulance use will be borne by the parents/guardians, it is advisable that families have ambulance cover, as this service is very expensive. Authorisation is included in the enrolment form that you have had signed at the enrolment.

• The Nominated Supervisor or a familiar staff member would accompany the child to hospital if the parent was not available. Medical information on the enrolment form will be taken with the child to inform the doctor(s) of the child’s history and / or allergies.

• Any relevant information about the accident of the child prior to the ambulance officers taking charge will also be given to the doctor(s).

• Staff members’ private cars will not be used in the transportation of children for any reason.

• A “serious injury” must be reported to the Regulatory Authority (ACECQA, Children’s Education and Care Assurance (CECA)) within 24 hours of awareness of the incident, using the ACECQA Notification Of Serious Incident SI01 form.

The Nominated Supervisor will:

• Ensure at least one educator who holds current first aid training is presented all the time that the children are being educated and cared for by the service.
• Ensure the service holds the correct number of first aid kits required, suitably equipped, and maintained.
• Ensure that all the educators are aware of their obligations in completing the “Injury and trauma” form.
• Review “Injury and trauma” forms to reflect on effectiveness of procedures and safety in the centre.

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.
• Effectively manage supervision.
• Administer First Aid according to their training and the need.
• Complete the “Incident, Injury and Trauma Record” form as required.

ILLNESSES
While every precaution is taken to ensure the health and safety of children, children do experience illnesses while at the ELC. If a child shows signs of illness, the following steps will be taken:

• Management of child’s symptoms (eg. vomiting, fever).
• Isolate from other children as much as practicable, while maintaining close supervision.
• Parent will be notified as soon as possible.
• If the child’s parent/s are not contactable, Emergency Contacts will be notified.
• If the child has any known medical condition, implement the child’s current medical management plan and ensure that the child is kept comfortable and calm until they are collected.
• Complete an “Illness Record” form.
• At collection time, parent(s) will be asked to read and sign the “Illness Record” form, outlining the symptoms and treatment.
• The “Illness Record” form includes the following:
  o name, surname, DOB, age of the child location, date and room
  o circumstances leading to the injury
  o the time and date when the injury or incident occurred
  o circumstances around the injury
  o action taken
  o details of the person who witnessed the incident or injury
  o the name of the person notified, signature and date
  o action taken to avoid further incidents
• If a serious illness occurs, an ambulance will be called. Serious illnesses include:
o Anaphylactic reaction requiring hospitalisation
o Asthma requiring hospitalisation
o Epileptic seizures

- If an ambulance is required, the child’s parents will be contacted immediately.
- If the parent/s are unavailable, the Emergency Contact will be contacted.
- As the cost of ambulance use will be borne by the parents/guardians, it is advisable that families have ambulance cover, as this service is very expensive. Authorisation is included in the enrolment form that you have had signed at the enrolment.
- The Nominated Supervisor or a familiar staff member would accompany the child to hospital if the parent was not available. Medical information on the enrolment form will be taken with the child to inform the doctor(s) of the child’s history and/or allergies.
- Any relevant information about the accident of the child prior to the ambulance officers taking charge will also be given to the doctor(s).
- Staff members’ private cars will not be used in the transportation of children for any reason.
- Other illnesses require special attention. These include:
  - Measles
  - Meningococcal infection
  - Diarrhoea requiring hospitalisation
  - Bronchiolitis

- Should the ELC become aware of a child attending the Service contracting one of these diseases, or in the case of one of the above “serious illnesses”, this must be reported to the Regulatory Authority (ACECQA, Children’s Education and Care Assurance (CECA)) within 24 hours of awareness of the illness, using the ACECQA Notification Of Serious Incident SI01 form. The Communicable Diseases Unit will also be contacted.
- Parents are notified of illnesses within the ELC by notices in the Plazza and on at the sign in/out location at classrooms, and email in cases of serious infectious diseases.

In relation to illnesses, the Nominated Supervisor will:

- Be aware of the immunisation status of all children and staff within the Service.
- Ensure the exclusion of children and staff with infectious diseases until appropriate exclusion periods have been observed or the individual is cleared by their G.P.
- Communicate information about serious infectious diseases with all families, and appropriate action to take.

In relation to illnesses, educators will:

- Practice good hygiene practices within the centre including hand washing, food safety, animals, dealing with spills of blood and other body fluids, cleaning, and clothing.
- Seek to prevent the spread of infection by regular disinfecting, sanitising and cleaning.
- Closely monitoring and supervise of ill children at the Service.
- Complete “Illness Record” forms as required.
Policy reviewed and updated by ELC staff: Wednesday 23 May 2018