



Incident, Injury, Trauma and Illness Policy

Rationale

At The Pines Preschool we aim to protect the safety, wellbeing and health of children, families and staff members. However, at times unpredictable incidents, injuries, trauma and illness may occur. This policy outlines preventative practices and how incidents, injury, trauma and illness will be managed should they occur. This policy should be used in conjunction with the Preschool's Administration of First Aid Policy, the Dealing with Infectious Diseases Policy and Emergency and Evacuation Procedures.

National Quality Standards

Regulation 85 & 168 (policy and procedure in place), 86 (notify parents), 87 (records) and 176 (notifying the regulatory authority) of the Education and Care Services National Regulations, 2018

Quality Area 2:

At our preschool:

- Effective illness and injury management and hygiene practices are promoted and implemented
- Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented
- Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse and neglect

There are also links to:

Quality Area 6: Collaborative partnerships with families and communities

Quality Area 7: Governance and Leadership

Educators Responsibilities

Preventative Practices:

- Educator to child ratios are always observed and children are adequately supervised at all times.
- All educators are required to hold a current first aid certificate from an approved provider. One educator with applied first aid, asthma training and anaphylaxis training must always be on site.
- Suitable first aid supplies will be kept on site and taken on excursions.
- First aid charts are displayed/available in the preschool.
- Written plans to manage individual conditions (eg asthma attack or anaphylactic reaction) are located in a folder in the preschool office and in the individual child's medication bag. They are also displayed in the kitchen, preschool office and included in the child's enrolment file.
- Educators will have access to telephones at all times to contact emergency services. This includes taking a mobile on excursions.
- Emergency contact numbers and the preschool/school details will be displayed near telephones.
- Emergency equipment (eg fire extinguishers, blankets and evac/invac whistles) are maintained and readily available.
- Emergency evacuation and invacuation routes and information are displayed throughout the centre. They are also included in the Policies Folder and the Emergency Procedures folder. Evacuations and invacuations are regularly practiced with the children.
- Weekly safety checks and regular safety audits are carried out to ensure the learning environment is safe and well maintained.
- Excursion risk management plans are developed prior to excursions and displayed for families.

If an Incident, Injury, Trauma or Illness occurs:

- In the event that a child is involved in an incident, is injured, suffers a trauma or shows symptoms of illness appropriate action should be taken. This may include the provision of first aid, contacting emergency services and calling parents/emergency contacts (as outlined in the First Aid Policy).
- The incident, injury, trauma or illness must be documented as soon as possible but within 24 hours. Documentation must include:
 - Name and age of the child
 - Time and date
 - Circumstances leading to the injury, incident or trauma
 - Description of injury or symptoms of the illness
 - Action taken by staff (first aid, medication, medical personnel contacted)
 - Details of witness
 - Name, date and time the child’s emergency contact was notified (or attempted notifications made).
 - Name and signature of the first aider/person making report.
- Parents/caregivers should be notified as soon as practicable but within 24 hours. A written copy of the documentation will be given to parents on arrival at the preschool. For serious incidents, injuries, trauma or illness parents/emergency contracts will be phoned as soon as possible.
- In the case of an infectious illness or disease, families and authorities will be notified as outlined in the Dealing with Infectious Diseases Policy.
- Under certain circumstances the preschool must notify the regional office and lodge an IRMS (incident and response management system) report within 12 hours. These circumstances include:
 - Injury or trauma to, or illness of, a child for which medical attention was sought, or ought reasonably to have been sought.
 - Attendance of emergency services at the preschool was sought, or ought reasonably to have been sought.
 - The death of a child while at the preschool, or following an incident while being at the preschool.
 - A child was missing or not able to be accounted for.
 - A child was taken or removed from the service in a manner that contravenes the *Regulations*.
 - A child was mistakenly locked in or out of the premises.
 - An incident that requires the service to close or reduce the number of children attending.
 - A circumstance that posed a significant risk to the health, safety or wellbeing of a child.

References:

- First Aid in Education and Children’s Services, DECD 2018
- Staying Healthy in Child Care, Australian Government National Health and Medical Research Council, 2005
- The Pines Preschool’s ‘Administration of First Aid’ Policy; ‘Dealing with Infectious Diseases’ Policy; and ‘Emergency and Evacuation’ Procedures.

Policy review

Quality area 7: Leadership and service management

Revision Record

Version	Approved by	Approved date	Amendments

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Approved at Governing Council on (Date):

Approved by Principal: Cherie Collings

Approved by Governing Council Chairperson:

To be reviewed:

2021