



INCIDENT, INJURY, TRAUMA AND ILLNESS POLICY

1.0 PURPOSE

1. To reduce the likelihood of incident, accidents, illnesses within the Service.
2. To ensure employees understand the correct steps to conduct first aid.
3. To prevent spread of infection.
4. To ensure that children within our care and education are receiving the correct medication

2.0 PERSONS IMPACTED BY THIS POLICY

This policy applies to company employees, students, children, families and visitors.

Most Relevant Policies, Documents and Forms

- Medial Conditions Policy
- Child Wellbeing and Oral Health Policy
- Infectious Illness policy
- Service Operations Manual





3.0 DEFINITIONS

TERM	DEFINITION
INCIDENT	AN INSTANCE OF SOMETHING HAPPENING UNEXPECTEDLY AND UNINTENTIONALLY, TYPICALLY RESULT IN DAMAGE OR INJURY.
INJURY	AN INSTANCE OF BEING INJURED; HARMED OR DAMAGED
TRAUMA	A DEEPLY DISTRESSING OR DISTURBING EXPERIENCE OR PHYSICAL INJURY
ILLNESS	A DISEASE OR PERIOD OF SICKNESS AFFECTING THE BODY OR MIND.

4.0 OVERVIEW

All educators have a duty of care to respond and manage incident, injury, trauma and illnesses occurring at the service and to ensure the safety and wellbeing of children, educators and visitors.

5.0 INCIDENT REPORTS

Incident reports should be written for all incidents and injuries including but not limited to; head injuries, grazes, bruises, cuts, falls/trips or any other injury. Reports must be completed and provided to families as soon as practicable but not later than 24 hours after the incident, injury or trauma or onset of illness. The Executive Service Manager must be notified of the incident and must sign and file the incident as per company procedures once the form has been completed.

6.0 INJURY

In the event that a child is injured at the service, educators will follow the company procedures for injury documented in the Service Operations Manual.


7.0 INFECTION CONTROL

All employees, families and children will take every precaution to ensure effective hygiene practice are implemented. The service will be adequately supplied with the resources to function at a high level of cleanliness, for example;

- Gloves for use during nappy change, wiping of noses or cleaning of bodily fluids
- Equipment for effective cleaning, disinfecting and sanitising
- Disposable paper towels for cleaning to reduce cross contamination
- Effective handwashing training, procedure and facilities accessible to all
- The use of hand sanitiser when soap and running water are not available
- Ensuring that common items such as beds, cots or utensils are not shared without washing
- Hygiene practices embedded in the educational program

8.0 TRAUMA

Trauma describes the impact of an event or series of events during which a child feels helpless and pushed beyond their ability to cope. A range of different circumstances may be traumatic to a child, including accidents, injury, serious illness, natural disasters, war, terrorist attacks, domestic violence, neglect or abuse. Parental or cultural trauma can



also have a traumatising effect on children; for example, the impact of the Stolen Generation are still felt years later among Aboriginal and Torres Strait Islander children. As employees in the early childhood sector it is our role to support children and families wherever possible and to act as a resource to families to seek further professional support and assistance from other expertise. Educators should communicate with their line manager to ensure they are also supported in their role if a traumatic event should occur at their service.

9.0 ILLNESS

The service aims to provide a safe and healthy environment. Educators and service management are unable to diagnose an illness or infectious disease. To ensure symptoms are not infectious and to minimise the spread of infection, families and educators will be requested to seek medical clearance if they are suspected of having an illness or infectious disease. If the case that an infectious illness is suspected, our infectious illness policy will be followed.

10.0 MEDICAL CLEARANCES

Please note that medical clearances will not be accepted from a pharmacy

11.0 REPORTABLE SERIOUS INCIDENTS

A serious incident is one which includes

1. Death of a child
2. Any incident involving injury, trauma, or illness to a child which
 - a. A reasonable person would consider required urgent medical attention from a registered medical practitioner
 - b. A child attended or ought to have attended a hospital
3. Any incident or emergency where attendance of emergency services at the service was sought or should have been sought (e.g. asthma attack or seizure)
4. A circumstance at the service where
 - a. A child appears to be missing
 - b. A child appears to have been taken
 - c. A child is mistakenly locked in or out of the service or any part of the service

If a serious incident occurs at the service;

1. Ensure the child is comfortable, comforted and calm.
2. Ensure the incident is thoroughly investigated by interviewing all personnel involved or witness to the incident and seeking their statement of the event in writing
3. Complete an incident report and notify the family.
4. Notify your PQL of the incident and your intention to make a notification on the NQAITS portal within 24 hours of becoming aware of the incident. The notification should have a copy of the incident report and any other relevant information uploaded as an attachment.
5. Once the notification has been made, notify deewr@thinkchildcare.com.au by sending the notification confirmation from NQAITS, and any other attachments uploaded.
6. Ensure that you follow up with the family

12.0 SOURCED

Guide to the National Quality Framework (ACECQA, 2018)

13.0 VERSION CONTROL



LIVE DATE	MARCH 2020	LIVE DATE	MARCH 2021
PREPARED BY:	EDUCATION AND QUALITY		

Related Legislation

- Education and Care Services National Regulations
- Education and Care Services National Law Act