

## Incident, Injury, Trauma and Illness Policy

### Policy Statement

The Centre recognises the importance of competent First Aid in the management of injuries and illness, especially among young children. The staff are qualified in First Aid, CPR and trained to deal with asthma and anaphylaxis. Information about children's known medical conditions is readily accessible, as is any medication required to manage those conditions

#### Links Education and Care Centres National Regulations 2018,

85	Incident, injury, trauma and illness policies and procedures
86	Notification to parents of incident, injury, trauma and illness
87	Incident, injury, trauma and illness record
88	Infectious diseases
89	First Aid kits
90	Medical conditions policy
91	Medical conditions policy provided to parents
92	Medication record
93	Administration of medication
94	Exception to authorisation
96	Self-administration of medication
136	First Aid qualifications
146	Nominated supervisor
161	Authorisations to be kept in enrolment record
162	Health information to be kept in enrolment record
183	Storage of records

#### National Quality Standard 2018

2.1.2	Health practices and procedures
2.2.2	Incident and emergency management

### Procedure

- If children arrive unwell to Fun 4 U Helensburgh, parents or emergency contacts will be telephoned and we will request that the parent/ guardian pick the child up as soon as possible. This is to ensure that children are not able to cross infected others. The centre is to send out reminders to ensure all contact numbers are kept updated regularly.
- The Centre maintains up-to-date records of the First Aid and CPR status of all educators, together with their anaphylaxis and asthma management training. The staff roster reflects the requirement to ensure an appropriate trained educator is rostered on at all times and is positioned with the children, including on excursions.
- First Aid kits are located so that educators can readily access them in an emergency. They are clearly labelled and kept out of the reach of children. A portable First Aid kit is available for excursions. The Centre maintains a list of first aid items as recommended by an approved First Aid training provider. The contents of all first aid kits are cleaned, expiry dates checked, and replenished at least once per month. The list is initialed and dated each time the first aid contents are checked.
- CPR posters from recognised authorities are displayed in strategic positions throughout the Centre including the indoor and outdoor play spaces.

- The Centre maintains records of the name, address and telephone number of each child's parents, persons authorised by the parents to consent to medical treatment or ambulance transportation for the child, and the family doctor. The records are reviewed every six months. Parents are required to inform the Centre of any changes to these contact details.
- The Centre maintains Medical Management Plans for children with identified medical conditions. These plans are updated yearly or sooner if a change occurs. With parental consent, copies of each child's Medical Management Plan are displayed in strategic places throughout the Centre, including food preparation and eating areas. With the child's right to privacy in mind, the Plans are not accessible to visitors or other families. The Plans are strictly adhered to in any emergency. Refer to the Centre's *Medical Conditions Policy*.
- In the event of a child displaying early symptoms of a childhood illness, the child will be separated from other children, First Aid administered as appropriate, the child made comfortable and their condition closely monitored. Parents will be notified and asked to collect their child as soon as possible to obtain medical attention.
- Should a child become exposed to bodily fluids such as another's saliva or blood (e.g. through a bite), the parents will be contacted to collect their child and obtain medical advice.
- In the event of an injury to a child, educators are to perform basic first aid treatment and contact the parents if necessary. The educator is to complete an Incident, Injury, Trauma and Illness Record. Parents are asked to sign the Record (as proof of disclosure of information), and they receive a copy within 24 hours of the incident occurring.
- In the event of an incident with a child relating to that child's identified medical condition, that child's Medical Management Plan must be followed explicitly. An Incident, Injury, Trauma and Illness Record is to be completed, signed by the parents, and they receive a copy within 24 hours of the incident occurring.
- Staff are to inform the Nominated Supervisor as soon as possible if they have an accident or are injured at work. The staff member will be asked to complete a staff incident report form for the Centre's records. If the staff member seeks medical advice, this information should be added to the records. If the staff is seriously injured requiring emergency services then the service is to follow the emergency/evacuation policy. The staff member is also required to notify the Director of any application for WorkCover, and to keep the Director informed of any progress.
- The nominated supervisor is to ensure that all staff are aware of the completion of the appropriate injury, incident, trauma and illness record. In the event of any incident, injury, trauma or illness to children whilst in the care of the service, and that this information is completed no later than 24 hours after the incident occurred

#### **Notification of a serious incident:**

- The service will notify the Regulatory Authority of any serious incident at the education and care service, the death of a child, or complaints alleging that the safety, health or wellbeing of a child was, or is, being compromised. A serious incident has been defined as an injury or trauma that requires the attendance of emergency service members to the service or that a child has had to or should have attended a hospital.

#### **Comments:**

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