

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
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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 infect to 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.

Examples of illness symptoms may include :

- behaviour that is unusual for the individual child
- high temperature or fevers
- loose bowels
- faeces that are grey, pale or contains blood
- vomiting
- discharge from the eye or ear
- skin that displays rashes, blisters, spots, crusty or weeping sores
- loss of appetite
- dark urine
- headaches
- stiff muscles or joint pain
- continuous scratching of scalp or skin
- difficulty in swallowing or complaining of a sore throat
- persistent, prolonged or severe coughing
- difficulty breathing
- a stiff neck or sensitivity to light

The service reserves the right to refuse a child into care if they:

- are unwell and unable to participate in normal activities or require additional attention
- have had a temperature/fever, or vomiting in the last 24 hours
- have had diarrhoea in the last 48 hours
- have been given medication for a temperature prior to arriving at the Service
- have started a course of anti-biotic in the last 24 hours or
- have a contagious or infectious disease
- have been in close contact with someone who has a positive confirmed case of COVID-19

High Temperatures or Fevers

Children get fevers or temperatures for all kinds of reasons. Most fevers and the illnesses that cause them last only a few days. However sometimes a fever will last much longer and might be the sign of an underlying chronic or long-term illness or disease.

Recognised authorities suggest a child's normal temperature will range between 36.0°C and 37.0°C, but this will often depend on the age of the child and the time of day.

Educators will notify parents when a child registers a temperature of 38°C or higher. The child will need to be collected from the Service and will not be permitted back for a further 24 hours. Emergency services will be contacted should the child have trouble breathing, becomes drowsy or unresponsive or suffers a convulsion lasting longer than five minutes. Educators will complete an *Incident, Injury, Trauma and Illness* record and note down any other symptoms that may have developed along with the temperature (for example, a rash, vomiting, etc.).

- 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.

Missing or unaccounted for child

At all times, reasonable precautions and adequate supervision is provided to ensure children are protected from harm or hazards. However, if a child appears to be missing or unaccounted for, removed from the Service premises that breaches the National Regulations or is mistakenly locked in or locked out of any part of the Service, a serious incident notification must be made to the Regulatory Authority.

A child may only leave the Service in the care of a parent, an authorised nominee named in the child's enrolment record or a person authorised by a parent or authorised nominee or because the child requires medical, hospital or ambulance care or other emergency.

Educators ensure that:

- the attendance record is regularly cross-checked to ensure all children signed into the service are accounted for
- children are supervised at all times
- visitors to the service are not left alone with children at any time

Should an incident occur where a child is missing from the Service, educators and the Nominated Supervisor will:

- attempt to locate the child immediately by conducting a thorough search of the premises (checking any areas that a child could be locked into by accident)
- cross check the attendance record to ensure the child hasn't been collected by an authorised person and signed out by another person
- if the child is not located within a 10-minute period, emergency services will be contacted, and the Approved Provider will notify the parent/s or guardian

- continue to search for the missing child until emergency services arrive whilst providing supervision for other children in care
- provide information to Police such as: child's name, age, appearance, (provide a photograph), details of where the child was last sighted.

The Approved Provider is responsible for notifying the Regulatory Authority of a serious incident within 24 hours of the incident occurring.

Injury to Staff

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. 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: