

QUALITY AREA 2. CHILDREN'S HEALTH & SAFETY POLICY

Incident, Injury, Trauma and Illness Policy

Policy Statement:

The National Regulations require an accurate Incident, Injury, Trauma and Illness Report to be kept and stored confidentially until the child is 25 years old. Under the national legislation, an education and care service must record details in the Incident, Injury, Trauma and Illness Report for the following occurrences:

- An incident in relation to a child
- An injury received by a child
- Trauma to which a child has been subjected
- An illness that becomes apparent.

Rationale:

Policies and procedures (including documented records) must be in place to effectively manage the event of any injury, incident, trauma and illness that occurs at Yarrunga. Young children's innate desire to explore and test their growing capabilities is essential in developing wellbeing. Educators need to have an understanding of all elements of wellbeing, and ensure that programs also acknowledge the importance of risk management to provide a safe environment and reasonably protect children from potential harm.

Scope:

This Policy covers issues pertinent to the health and safety of the children, Educators, families and visitors and is available on Yarrunga's webpage as well as from the office on request. Educators are conversant with the Policy and we encourage parents to be also.

Relevant Legislation:

Education and Care services National Law Act 2010: Sections 174(2)
 Education and Care Services National Regulations 2011
 Regulations 77, 85-87, 103, 177, 183.
 Occupational Health and Safety Regulations 2007
 Australian standards AS3745-2002, Emergency control procedures for buildings, structures and workplaces
 Children and Young Persons (Care and Protection) Act 1998.

National Quality Standards:

National Quality Standard for Early Childhood Education and Care-2011
 Quality Area 2- Children's Health and Safety (standard 2.1, 2.11, 2.1.2)
 Quality Area 3- Physical Environment (standard (3.1, 3.1.2)
 Quality Area 7- Governance and Leadership (standard 7.1.2)

Date Ratified	To be Revised
Mar 15, 17, Nov 17,18, June 19,	December 2020

Location of Information:

This information is located on Yarrunga's web page, and from the office on request.

Source Documents:

ACECQA- www.acecqa.gov.au

CELA Incident, injury, Trauma, illness sample policy-
www.cela.org.au/resource/sample-policy-incident-injury-trauma-and-illness-13062017/.

Date endorsed by Committee: June 2019
Date to be reviewed: December 2020

1. Incident, Injury, Trauma and Illness Report

Details entered in the Incident, Injury, Trauma and Illness Record include the following:

- The name and age of the child;
- The circumstances leading to the incident, injury or trauma, or relevant circumstances surrounding the child becoming ill (including any symptoms);
- The time and date the incident or injury occurred, or the child was subjected to the trauma, or the apparent onset of the illness;
- The action taken by Yarrunga, including any medication administered, first aid provided or medical personnel contacted,
- Details of any person who witnessed the incident, injury or trauma, or the apparent onset of illness;
- The name of any person Yarrunga notified, or attempted to notify, of any incident, injury, trauma or illness that a child suffered while being educated and cared for by Yarrunga. As well as the time and date of the notifications/attempted notifications;
- The name and signature of the person making the entry in the record, and the time and date that the entry was made, and;
- The signature of a parent/guardian to verify that they have been informed of the occurrence.

All information will be included in the Incident, Injury, Trauma and Illness report as soon as is practicable, but not later than 24 hours after the incident, injury or trauma, or the onset off the illness.

2. Preventative Strategies

- Consider the planning of the physical environment and experiences, ensuring that the spaces are safe. Group children to effectively manage supervision and any potential risks to children's health and wellbeing.
- Respond to children in a timely manner. Provide reassurance and ensure children's emotional and physical wellbeing is paramount at all times.
- Regularly checking equipment in both indoor and outdoor environments for hazards, and taking the appropriate action to ensure the safety of the children when a hazard is identified.

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- Reviewing the cause of any incident, injury or illness and taking appropriate action to ensure the safety of the children when the hazard is identified.
- Reviewing the cause of any incident, injury or illness and taking appropriate action to remove the cause if required.
- Provide staff with access to appropriate up to date information, or professional development on the management of incidents.
- Maintain high levels of supervision at all times.
- Review supervision plans regularly.

3. The Approved Provider will;

- Ensure that the premises are kept clean and in good repair. Ensure that completed medication records are kept until the end of 3 years after the child's last attendance (regulation 92, 183)
- Ensure that a parent/ guardian of the child is notified as soon as practicable, but not later than 24 hours after the occurrence, if the child is involved in any incident, injury or trauma and illness while at the service (regulation 86)
- Ensuring that incident, injury, trauma and illness records are kept and stored securely until the child is 25 years old (regulations 87, 183)
- Ensuring that there is a minimum of one staff member or one Nominated Supervisor at the service with a current approved first aid qualification on the premises at all times.
- Ensuring that children's enrolment forms provide authorisation for the service to seek emergency medical treatment by a medical practitioner, hospital or ambulance service. Ensure that an incident report is completed and a copy forwarded to the regulatory authority as soon as it is practicable but no later than 24 hours after the occurrence.

4. The Nominated Supervisor will:

- Notify parent/guardians immediately after an incident, injury, trauma or medical emergency, or as soon as is practicable.
- Request the parents/guardians arrange for the child or children involved in an incident or medical emergency to be collected from the service, or informing parents/guardians if an ambulance has been called.
- Notify other person/s as authorised on the child's enrolment form when the parents/ guardians are not contactable.
- Ensure that regulatory and legislative responsibilities are met in relation to any incident, injury or medical emergency.
- Maintain all enrolment and other medical records in a confidential manner.
- Regularly check equipment in both indoor and outdoor environments for hazards, and taking the appropriate action to ensure the safety of the children when a hazard is identified.
- Review the cause of any incident, injury or illness and taking appropriate action to remove the cause if required.

5. Early Childhood Educators will;

- Record details of any incident, injury or illness in the incident, injury, trauma and illness record as soon as is practicable but not later than 24 hours after the occurrence.
- Seek further medical attention for a child if required.
- Be aware of the signs and symptoms of illness/trauma.

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- Be aware of individual children's allergies and immunisation status and use this knowledge when attending/responding to any incident, injury or illness.
- Respond to children showing signs of illness and begin monitoring the symptoms of the child, and recording as appropriate. Educators will contact the child's authorised person to inform them of the illness signs, or to request the collection of the child.
- In response to a child registering a high temperature, follow procedures for temperatures, and complete the incident, injury, trauma and illness record as required.

6. Families will;

- Be informed of policies and procedures upon enrolment with regards to first aid, illness whilst at Yarrunga, and exclusion practices, including immunisation statuses and illnesses at Yarrunga.
- Inform Yarrunga of their child's particular requirements, and provide any relevant paperwork to Yarrunga, such as immunisation status, health plans, allergies etc.
- Be notified of any incident, injury, trauma, or illness as soon as is practicable, but no later than 24 hours after the noted incident, and will be provided with a copy of report if requested.
- Receive access to this policy and notification to its existence.
- Be provided access to information on children's development, the Yarrunga program, and relevant health and wellbeing resources from the service.

7. Monitoring, Evaluation and Review

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, Yarrunga will review this policy every 2 years.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R.172 of the Education and Care Services National Regulations, Yarrunga will ensure that families of children enrolled at the service are notified at least 14 days before making any changes to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service, a families ability to utilise the service, the fees charged or the way that the fees are collected.

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