



---

## 2.11 Incident, Injury, Trauma, Illness and Death of a Child Policy

### Contents

<b>Aims</b> .....	2
<b>Legislative Requirements</b> .....	2
<b>Who Is Effected By This Policy?</b> .....	2
<b>Relevant Early Childhood Professional Standards</b> .....	2
<b>Sources/References</b> .....	2
<b>Procedures</b> .....	2
<b>1. Procedures for incidents, injury, trauma or illness</b> .....	3
<b>2. Procedures for the death of a child</b> .....	4
<b>3. Procedures regarding incident reports for incidents, injury, trauma and illness</b> .....	5

## Aims

**Cootamundra Preschool** will ensure that immediate and appropriate action is taken in the case of any incident, injury, trauma, illness or if the death of a child occurs.

## Legislative Requirements

Education and Care National Regulations 2011

NSW National Law 2010

Occupational Health & Safety Act 2000

Occupational Health & Safety Regulations 2001

## Who Is Effected By This Policy?

Child

Staff

Families

## Relevant Early Childhood Professional Standards

Early Childhood Code of Ethics: 1-1, 1-2, 1-5, II-1, IV-2, IV-3,

Early Years Learning Framework: Outcomes 1.1, – Principles – 1, 2, 4

Education & Care Services Australian National Regulations: 85-89, 90-97,

National Quality Framework: Quality areas – 2.1.1, 2.1.2, 2.2.1, 2.2.2, 2.2.3, 3.1.1, 3.1.2, 3.2.1, 4.1.1, 4.1.2, 4.2.2, 5.1.1, 5.1.2, 6.1.2, 6.1.3, 7.1.2, 7.1.3

## Sources/References

Education and Care National Regulations 2011

## Procedures

The Approved Provider and Director must ensure that at least one educator (but not necessarily the same person) has

(1) a current approved First Aid certificate,

(2) undertaken anaphylaxis management training and

(3) undertaken emergency asthma management training (Education & Care Services National Regulation No. 136) and

that these are updated as per legal requirements. The following people must be in attendance of the service where children are being educated and cared for and be immediately available in an emergency at all times.

Cootamundra Preschool attempts to ensure;

- that all educators are supported to hold current recognised first aid qualifications;
- that all educators undertaken current approved anaphylaxis management training;
- that all educators undertaken current approved emergency asthma management training;

Cootamundra Preschool will ensure;

Date reviewed by staff: June 2020

Date reviewed by committee: June 2020

Next review date: June 2023

- the skills and competencies of trained first aiders are maintained and skills are kept up to date, refresher first aid and CPR training will be scheduled and maintained in a staff register;
- collaborate and consult with staff and educators to develop and implement a risk assessment and management plan; and
- ensure first aid guides and publications are accessible to staff at all times to assist them in their understanding and administration of first aid.

## 1. Procedures for incidents, injury, trauma or illness

**1.1** The Director will ensure that parents have given (1) written authorisation for the service to seek urgent medical, dental or hospital treatment or ambulance service and also (2) written consent for the appropriate medical, dental or hospital treatment to be carried out. This will occur at the initial enrolment interview in the enrolment form

**1.2** The Director will ensure that the centre's First Aid Kit/s are kept up to date and a list of emergency numbers for each child is located in the cupboard in the Prep room, children's bathroom and emergency bag.

**1.3** If a child is involved in an accident or emergency, the staff will reassure both the child and any others nearby as they deal with the incident

**1.4** The child will be supervised and treated by a staff member until their condition has improved or a parent of the child arrives or if needed, an ambulance

**1.5** In emergencies a child's preferred medical practitioner or dentist will be contacted and used when practicable

**1.6** Staff will contact 000 if necessary, then the local doctor. The parents will be notified as soon as possible, no later than 24 hours

**1.7** Following an incident, injury, trauma or illness or the need for emergency medical treatment, staff must complete an Incident Report as soon as practicable, as per the procedures below in this policy

**1.8** A doctor's clearance is needed for children to attend preschool after significant accident/ injury or illness, such as; stitches, broken bone, concussion, notifiable disease etc. The doctor's clearance need to be provided to preschool before returning.

**1.9** The Director will seek counselling for staff, children after incident, injury or trauma if required

**2.0** If the **incident is serious** then **the Regulatory Authority** will be notified by the Nominated Supervisor within the notification timeframes via notification forms. If unsure of circumstances or identifying the right form the Regulatory Authority will be called for guidance (1800 619 113) within 12hrs.

## Meaning of *serious incident*

For the purposes of section 174(5) of the Law, the following are prescribed as serious incidents—

(a) the death of a child—

(i) while being educated and cared for by an education and care service; or

(ii) following an incident while being educated and cared for by an education and care service;

(b) any incident involving injury or trauma to, or illness of, a child while being educated and cared for by an education and care service for which—

(i) the attention of a registered medical practitioner was sought, or ought reasonably to have been sought; or

(ii) the child attended, or ought reasonably to have attended, a hospital;

(c) any incident where the attendance of emergency services at the education and care service premises was sought, or ought reasonably to have been sought;

(d) any circumstance where a child being educated and cared for by an education and care service—

(i) appears to be missing or cannot be accounted for; or

(ii) appears to have been taken or removed from the education and care service premises in a manner that contravenes these Regulations; or

(iii) is mistakenly locked in or locked out of the education and care service premises or any part of the premises.

## 2. Procedures for the death of a child

If the tragic event of the death of a child should occur at the centre, the following procedures are to be followed both for legal purposes and for the emotional wellbeing of all those at the centre:

**2.1** Assess the situation for any danger to other children and staff. Remove other children from the immediate area

**2.2** First Aid trained staff are to administer First Aid immediately

**2.3** Contact the ambulance service by calling 000. This number also notifies the police and both these services must be contacted before the parents.

**2.4** The Director will then contact the parent/guardian immediately. The Director will **not** however inform the child's parents that the child has died as this must be confirmed by, and then communicated to the parents by the hospital

**2.5** If the child is taken from the centre via ambulance to hospital, the environment is not to be cleaned, or contaminated until confirmation is received that the child is alive. The police will make further investigations if the child dies and will advise the centre accordingly

**2.6** **Regulatory Authority** must be notified within 24 hours but preferably sooner than that on **1800 619 113**

**2.7** If CPR revival is successful, monitor the child and wait for the ambulance

**2.8** If revival is unsuccessful by staff and ambulance, leave the child where located and do not touch the area any further, as police will need to investigate the scene

Date reviewed by staff: June 2020

Date reviewed by committee: June 2020

Next review date: June 2023

**2.9** Staff are to be observant of everything that occurs during the emergency and as soon as practicable after the emergency, must comprehensively document all actions taken and other details pertaining to before, during and after the emergency

**2.10** Support to be provided for staff and children at the centre to manage their grief. Staff will contact the doctor to seek advice

**2.11** If staff are involved in the investigation and found to be negligent in any way, they will be suspended from duty until the case is settled or until further notice and if staff are found guilty of any offences relating to the case their employment will be terminated immediately

**2.12** If staff wish to attend the funeral, special leave will be granted. This may result in the centre being closed for the day

### **3. Procedures regarding incident reports for incidents, injury, trauma and illness**

If an incident, injury, trauma or illness occurs requiring a child to receive medication or be transported to hospital, or in the event of the death of a child, an Incident Report needs to be filled out within 24 hours of the event but ideally, as soon as possible. As the Education & Care Services National Regulations (No 87) require, the incident report must include:

- Name and age of child
- The circumstances leading to the incident, injury, illness or trauma
- Any products or structures involved
- The date and time of the incident, injury, illness or trauma
- Details of the action taken by the centre staff including any medication administered or First Aid provided etc and any medical personnel contacted
- The name and contact details of parent/s or guardian
- Details of any person who witnessed the event
- Name of any person from education and care service whom is notified
- Time and date of notification

The incident report must then be signed and dated by those staff members involved and Nominated Supervisor.

**The Director will ensure that this policy is maintained and implemented at all times.**