

## 6.6.10 Incident, Injury, Trauma and Illness Policy

Joondalup Family Centre staff will need to respond to manage accidents, illness and trauma which occur at the service to ensure the safety and wellbeing of children, educators and visitors.

This policy and procedure will be followed by educators/staff in the event that any child:

- Is injured
- Becomes ill
- Suffers a trauma

### Procedures:

#### Illness

If a child presents or develops one of the following presenting signs whilst in care, Educators/staff will contact the parent or emergency contact as listed in the enrolment documentation.

- (i) Ear and/or eye discharge;
- (ii) Undiagnosed rash, blisters or spots on the skin;
- (iii) Body temperature of 37.5 degree Celsius or higher;
- (iv) Persistent coughing episodes with difficulty in breathing;
- (v) Open sore with discharge;
- (vi) Vomiting and/or continuous loose bowel episodes.

A child with symptoms that may be infectious should be isolated where possible but not out of the sight of Educators/staff. Information within *Staying Healthy in Childcare* (5<sup>th</sup> Ed.) and *Communicable Diseases Guidelines, 2010* will be implemented in regard to the prevention of illness and infectious diseases. See **6.1.11 Infectious Disease Policy**.

Educators/staff must ensure the parent of the child involved in an incident, injury, trauma or illness is notified as soon as practicable but no later than 24 hours after the occurrence.

Educators/staff must keep an *Incident, Injury, Trauma and Illness Report* form and record this as soon as practicable, but not later than 24hrs after incident.

#### Serious incident/Trauma

Serious injuries, traumas and illnesses are those that require immediate treatment as an in-patient in a hospital. These are “notifiable incidents” and include:

- Head injury
- Broken limbs
- Serious Burns
- Whooping cough
- Serious cuts
- Amputation of a body part
- Loss of bodily function
- Epileptic seizures
- Measles
- Sexual assault
- Violence
- Recurring asthma
- Serious Eye injury
- Spinal injury

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A serious incident also includes

- The death of a child at the service or following an incident at the Service.
- An incident at the service where the emergency services attended or ought reasonably to have attended.
- A child is missing.
- A child has been taken from the service without the authorisations required under the regulations.
- A child is mistakenly locked in or out of the service.

Any serious incident is to be recorded and reported to relevant authorities, being the Education and Care Regulatory Authority, within 24 hours.

Educators/staff should report to their insurance company as required by the conditions of their policy.

In the event of any injury or illness first aid will be administered and/or medical attention will be sought if required.

**Dangerous incidents**

A dangerous incident is also notifiable under the legislation. Dangerous incidents include:

- An uncontrolled escape, spillage or leakage of a substance.
- An uncontrolled implosion, explosion or fire.
- An uncontrolled escape of gas or steam.
- An uncontrolled escape of a pressurised substance.
- Electric shock.
- The fall or release from a height of any plant, substance or thing.
- The collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations.
- The collapse or partial collapse of a structure.
- The collapse or failure of an excavation or of any shoring supporting an excavation.
- The inrush of water, mud or gas in workings, in an underground excavation or tunnel.

The approved provider or nominated supervisor must notify WorkCover by telephone or in writing as soon as possible after the injury, illness or incident. Records of the incident must be kept for at least 5 years from the date that the incident is notified. The approved provider/nominated supervisor must ensure the site where the incident occurred is left undisturbed as much as possible until an inspector arrives or as directed by WorkCover.

The *Incident, Injury, Trauma and Illness Report* form will be stored in a safe and secure place and kept until a child is aged 25 years.

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**Procedures:**

**Death of a Child or serious injury to a child (life threatening)**

In the unlikely event of the death of a child or serious life threatening injury, Educators/staff will:

- Call emergency services – 000.
- Administer First Aid until emergency services arrive.
- On arrival of emergency services, take directions from emergency services personnel.
- Contact the child's family.
- Ensure that the other staff member takes responsibility for any other children in care at the time of the incident
- will submit the '**Notification of a Serious Incident' SI01** form (ACECQA) to the Regulatory Authority or ACECQA as soon as practicable but within 24 hours.
- Complete an **Incident, Injury, Trauma and Illness** form will be completed by the Nominated Supervisor within 24 hours.
- Notify the Chairperson of the Management Committee to be notified within 24 hours.
- Organise counselling for the family and other children.
- Should not admit liability.
- Not talk to the media

**Missing child**

Educators/staff will:

- Ensure other children's safety.
- Check all areas where the child was last sighted and areas where they could have wandered.
- Following resolution of the incident, complete the *Incident Report* form within 24 hours.

The Educators/staff/ Nominated Supervisor will:

- Coordinate notification of police/parents and the Regulatory Body (if necessary).
- Educators/staff Approved Provider/Nominated Supervisor will submit the '**Notification of a Serious Incident' SI01** form (ACECQA) to the Regulatory Authority or ACECQA within 24 hours.
- An *Incident Report* (Refer to Appendix 4) will be completed by the Educators/staff Approved Provider/Nominated Supervisor.
- The Chairperson of the Management Committee will be informed.

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