



**Emmerick Street Community Pre-School**  
**15 Emmerick Street, Lilyfield**

# Policy

Policy Name:	<b>INCIDENTS, INJURIES, ILLNESS AND TRAUMA</b>
Policy Number:	<b>QA 2 16</b>
Quality Area:	<b>2: CHILDREN'S HEALTH AND SAFETY</b>
Date Developed:	<b>MAY 2012</b>
Version:	<b>FINAL (4)</b>
Reviewed:	<b>MARCH 2018</b>
Review date:	<b>AS NEEDED</b>

## 1. Background

The health and safety of children in Education and Care services is the responsibility of all Approved Providers and Educators.

Policies and procedures (including documented records) must be in place to effectively manage the event of any incident, injury, trauma and illness that occurs in the Preschool by law.

Young children's innate desire to explore and test their growing capabilities is essential in developing wellbeing. All Approved Providers and Educators must consider the understanding of all of the elements of wellbeing ensuring that programs acknowledge the importance of risk management, to provide a safe environment and reasonably protect children from potential harm.

## 2. Links to other policies and procedures

- Providing a child safe environment policy
- Incident, injuries, trauma illness record
- First aid policy
- First aid plan

## 3. Aim

To ensure the safety, health and wellbeing of each child that attends Emmerick Street Community Preschool is protected, supported and maintained.

Appropriate goals, procedures and practices will be implemented to promote the wellbeing of each child and minimise the risk of harm to each child. Records of any incident, injury, trauma and illness are to be documented and transmitted to the Department of Education and Communities as required and kept in storage according to regulatory requirements.

**Note: Attendance can be classified as either attendance within the Preschool or during an approved excursion outside of the Centre.**

## 4. Practices

The Approved provider, Nominated supervisor and Educators will consider the development of children's wellbeing as paramount to the educational philosophy of the service. All educators will be aware of the development of wellbeing, children's emerging capabilities and plan programs accordingly.

The procedures of the service will include the following:

Approved Providers will:

- Notify the Regulatory Authority of any serious incident at the education and care service in the event of the death of a child, or complaints alleging that the safety, health or wellbeing of a child was, or is, being compromised.

Nominated Supervisor will:

- Ensure that educators are rostered, so that at least one educator who holds a current approved First Aid qualification is present at all times that the children are being educated and cared for by the service;

- Ensure the service holds the correct number of First Aid kits required, suitably equipped and maintained;
- Ensure that all staff are aware of the completion of appropriate records (Refer– Injury, incident, trauma and illness record QA 2 017) 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;
- Check completed incident, injuries, trauma and illness records have been filled in correctly.
- Report any significant incident, injury or trauma to the relevant authorities within 24 hours after the incident occurred;
- Make staff aware of the appropriate accessibility for approved officers and families to these records and the appropriate storage of these records according to regulatory requirements (see Confidentiality Policy);
- Complete an audit of the Injury, incident, trauma and illness reports to reflect on the effectiveness of the procedures in place at the service;
- Give staff access to appropriate up to date information, or professional development on the management of incidents; and
- Make certain that all staff have access to the Regulations and Law and are aware of their responsibilities ensuring that this occurs as part of staff induction or orientation to the service and that position descriptions reflect this responsibility.

### Educators will:

- Ensure that all children have opportunities to engage in experiences that enhance their sense of wellbeing and allow children to develop a sense of assessing risks for themselves as appropriate;
- Consider the planning of the physical environment and experiences, ensuring that the spaces are safe; and
- Thoughtfully group children to effectively manage supervision and any potential risks to children's health and wellbeing.

### Educators and Staff will:

- Respond to children in a timely manner. Provide reassurance and ensure children's emotional and physical wellbeing is paramount at all times;
- Seek further medical attention for a child if required;
- Document children's accidents on the appropriate incident, injury, trauma and illness record when it involves any form of injury or bump to the head, any bleeding, any cut or any significant marks e.g. scratches, bites, swelling or large bruises.
- Ensure they fill in all the appropriate sections of the incident, injury, trauma and illness record with adequate information to communicate with the parent what occurred.
  - Adequate information must included where all staff were, what children were doing, where they were and how they were grouped (excluding names of other children)

- Where a child in the care of the service requires medical attention report immediately to the Nominated Supervisor and fill in the appropriate incident, injury, trauma and illness record;
- Be aware of the signs and symptoms of illness/trauma, and update their understanding as part of their ongoing professional development;
- 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;  
**Note:** 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 the service's procedures for managing high temperatures, and complete the incident, injury, trauma and illness record as required;
- Maintain appropriate work health and safety standards when attending to children's injuries and applying First Aid;
- Develop partnerships with families and use this understanding to guide the development of practice in relation to individual children's emerging capabilities;
- Check that equipment and furniture in the service is well maintained and that any materials that may be hazardous are removed or repaired in line with the service's Providing a child safe environment policy;
- Follow the Providing a child safe environment policy, ensure that hazardous items are inaccessible to children; and
- Be involved in regularly reviewing and discussing policies and procedures and consider any improvements that need to be made to this policy.

### Volunteers will:

- Respond to children in a timely manner. Provide reassurance and ensure children's emotional and physical wellbeing is paramount at all times;
- Help a child with an injury, a child feeling ill or a child experiencing trauma until an educator or staff member is available; and
- Advise educators and/or staff as soon as possible if they observe a child feeling ill, a child with an injury or a child suffering a trauma.

### Families will:

- Be informed of policies and procedures upon enrolment with regards to First Aid, illness whilst at the service, and exclusion practices, including immunisation status and illnesses at the service;
- Inform the service of their child's particular requirements and provide any relevant paperwork to the service, such as immunisation status, letters from a medical professional 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 the report;
- Pick up their child/ren or organise an emergency contact to pick up their child as requested by staff in response to an illness, injury, incident or trauma;
- Receive access to this policy and notification of its existence;
- Have the opportunity to provide input into the review and effectiveness of policies and procedures of the service via various methods; and
- Be provided access to information on children's development, the service program, and relevant resources (such as Kidsafe) from the Preschool.

### **Relevant Legislation**

Education and Care Services National Regulations 2011: 12, 85, 86, 87, 88, 89, 103, 136-137, 168, 176 (2) (a), and 176 (2) (a) (ii), 176 (2) (b), 177-178, 183, 245;  
Children (Education and Care Services National Law Application) Act 2010, No. 104: 174;  
Links to National Quality Standards: QA1, QA6, 2.1, 2.3.

### **Sources**

Community Early Learning Australia (CELA) (NSW) [https://www.cela.org.au/member-resources-Guide to the National Quality Standard ACECQA \(2011\)](https://www.cela.org.au/member-resources-Guide%20to%20the%20National%20Quality%20Standard%20ACECQA%20(2011).htm);  
Guide to the Education and Care Services National Law and the Education and Care Services National Regulations ACECQA (2014);  
EYLF – Belonging Being Becoming (2009);  
The Manual – Managing a Children's Service – Community Child Care Co-operative (2009);  
Health and Safety in Children's Services Model Policies and Practices – 2nd Edition revised (2003).