

INCIDENT, INJURY, TRAUMA AND ILLNESS POLICY

Mandatory - Quality area 2

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Details that must be 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 occurred, the injury was received or the child was subjected to the trauma, or the apparent onset of the illness
- the action taken by the service, 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 the service notified, or attempted to notify, of any incident, injury, trauma or illness that a child suffered while being educated and cared for by the service, and the time and date of the notifications/attempted notifications
- the name and signature of the person making an entry in the record, and the time and date that the entry was made
- 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 Record as soon as practicable, but not later than 24 hours after the incident, injury, trauma, or the onset of the illness.

Background and legislation

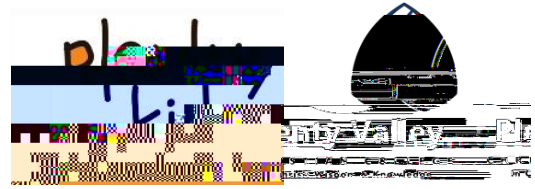
Background

People responsible for managing early childhood services and caring for children have a duty of care towards those children. All service staff have a responsibility and a duty of care to act to prevent accidents and emergencies at the service.

An approved service must have policies and procedures in place in the event that a child is injured, becomes ill or suffers trauma. These procedures should be followed and must include the requirement that a parent/guardian

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Legislation and standards

Relevant legislation and standards include but are not limited to:

Australian Standards AS3745–2002, Emergency control procedures for buildings, structures and workplaces

Education and Care Services National Law Act 2010: Section 174(2)

Education and Care Services National Regulations 2011: Regulations 77, 85–87, 103, 177, 183

Public Health and Wellbeing Act 2008 (Vic)

Public Health and Wellbeing Regulations 2009 (Vic)

Occupational Health and Safety Act 2004 (Vic)

Occupational Health and Safety Regulations 2007

WorkSafe Victoria Compliance Code: *First aid in the workplace* (2008)

National Quality Standard, Quality Area 2: Children's Health and Safety

National Quality Standard, Quality Area 3: Physical Environment

National Quality Standard, Quality Area 7: Governance and Leadership

Therapeutic Goods Act 1989 (Cth)

Definitions

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Notifiable complaints, Serious Incidents, Duty of Care, etc.

Emergency services: Includes ambulance, fire brigade, police and state emergency services.

First aid: The provision of initial care in response to an illness or injury. It generally consists of a series of techniques to preserve life, protect a person (particularly if unconscious), prevent a condition worsening and promote recovery. First aid training should be delivered by approved first aid providers, and a list is published on the ACECOA website: <https://www.acecqa.gov.au/qualifications/requirements/first-aid-qualifications-training>

Hazard: A source or situation

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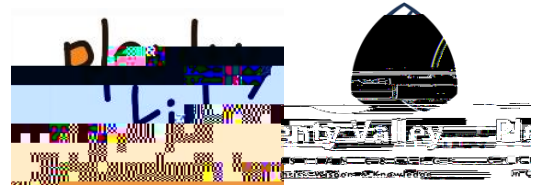


Medication: Any substance, as defined in the *Therapeutic Goods Act 1989* (Cth), that is administered for the treatment of an illness or medical condition.

Medical management plan: A document that has been

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EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider of Plenty Kids Early Learning Centre will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- review and analyse information gathered from the Incident, Injury, Trauma and Illness Record and staff first aid records regarding incidents at the service
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk ([Regulation 172 \(2\)](#)).

ATTACHMENTS

- Attachment 1: Incident, Injury, Trauma and Illness Record
- Attachment 2: Safety Check – Daily
- Attachment 3: Safety Check - Weekly Outdoor
- Attachment 4: Weekly Indoor

