

13.1 Incident, Injury, Trauma & Illness

Procedure

Quality Area 2: CHILDREN'S HEALTH & SAFETY

Standard 2.2.2 Incident and emergency management

Regulation 86 Notification to parents of incident, injury, trauma and illness

Regulation 87 Incident, injury, trauma and illness record

Regulation 89 First Aid kits

PURPOSE

To respond to and manage injury, accidents & trauma that occur at the service to ensure the safety and wellbeing of children, educators and visitors

SCOPE

This procedure applies to all educators, visitors and management of the Service

IMPLEMENTATION

Service Manager /Nominated Supervisor/ Responsible person will:

- Ensure the safety and wellbeing of children is a priority at all times
- Ensure parents or guardians are notified as soon as practicable no later than 24 hours of the incident, injury, illness or trauma that occurred at the service
- Ensure first aid kits are easily accessible and recognised where children are present at the service and during excursions
- Ensure first aid, anaphylaxis management training and asthma management training is current and updated and a record is kept on the *Staff Record*
- Ensure that *Incident/Injury/Trauma/Illness Records* are completed accurately as soon as practicable following the incident and are signed prior to being provided to the parent/guardian
- In the event that the situation presents imminent or severe risk to the health, safety and wellbeing of any person present at the service or if an ambulance was called in response to the emergency (not as a precaution) the regulatory authority will be notified within 24 hours of the incident
- Ensure first aid qualified educators are present at all times on the roster and in the service
- Ensure that when an incident or accident occurs, that the relevant documentation is completed by the attending educator and appropriately filed after signing by the parents/guardians

Educators will:

- Maintain up-to-date First Aid qualifications as per the *Administration of First Aid Procedure*
- Assess the injury or trauma and decide whether the child needs to be attended to by a doctor, whether an ambulance should be called, or if first aid can be administered
- Administer appropriate first aid to the child, ensuring that the *Administration of First Aid Procedure* is adhered to along with universal precautions

DOCUMENT NUMBER & TITLE		QA2_13.1. Incident, Injury, Trauma and Illness Procedure			
DATE PUBLISHED	June 2018	DOCUMENT VERSION	V2.0	REVISION DUE DATE	June 2019
APPROVED BY: Kellie Perren – Chief Operations Officer					
Warning – uncontrolled when printed. This document is current at the time of printed.					

- Comfort and reassure the child ensuring that their health and wellbeing is a priority
- Reassure the child and attend to their immediate health needs ensuring they are comfortable and their safety is not compromised

For serious incidents:

- Liaise with the Service Manager to contact the parents/guardians of the child if the injury is deemed as serious and requires medical attention. This includes but is not limited to:
 - Head injuries
 - Suspected breaks or fractures
 - Severe cuts or abrasion
 - Strains
 - Impact injuries (e.g. Broken teeth from a fall)
- Get immediate medical attention. Families or emergency contacts should be notified straight away where possible. If not possible, there should be no delay in organising proper medical treatment
- Accompany the child in the ambulance if the child is required to be taken to hospital
- Reassure the other children and keep them calm, informed about what is happening and away from the injured child
- Complete an *Incident/Injury/Trauma/Illness Record* accurately for each incident occurring on the service premises (no matter the severity). The form needs to be signed by:
 - Witnessing educators
 - The Service Manager or Responsible Person
 - The child's parent/guardian
- Provide the completed form to the Service Manager along with an *Investigation Record* to ascertain whether any further action needs to be taken to eliminate the risk of a similar incident occurring in the future
- Complete an **SIO1** notification form and submit this to the Department within 24 hours of the event occurring

For less serious incidents:

- Administer appropriate first aid to the child, ensuring that the *Administration of First Aid Procedure* is adhered to along with universal precautions
- Keep the child under adult supervision until they recover and are well enough to re-engage in play
- Complete an *Incident/Injury/Trauma/Illness Record* accurately for each incident occurring on the service premises (no matter the severity). The form needs to be signed by:
 - Witnessing educators
 - The Service Manager or Responsible Person
 - The child's parent/guardian
- Provide the completed incident form to the Service Manager for filing and discuss whether an *Investigation Record* should be completed to prevent similar situations occurring again in the future

DOCUMENT NUMBER & TITLE		QA2_13.1. Incident, Injury, Trauma and Illness Procedure			
DATE PUBLISHED	June 2018	DOCUMENT VERSION	V2.0	REVISION DUE DATE	June 2019
APPROVED BY: Kellie Perren – Chief Operations Officer					
Warning – uncontrolled when printed. This document is current at the time of printed.					