



# INCIDENT, INJURY, TRAUMA & ILLNESS POLICY & TEMPLATE

2021

**THE—  
AFTER  
SCHOOL  
KLUB—**

# 2020 INCIDENT, INJURY, TRAUMA & ILLNESS POLICY & TEMPLATE

## NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
2.2.3	Child Protection	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
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## Purpose

Tasks' purpose is to ensure that immediate action is taken in the case of any incident, injury, trauma, or illness, and accident or emergency treatment is initiated as well as accurate records completed and kept **(National Regulation 85, 86, 87, 183(2)(b))**.

## Strategies

- Staff are aware of responsibilities and procedures.

## Administration of First Aid

When an accident, injury or illness occurs, requiring staff to administer first aid, a staff member with current first aid qualifications must be the one to administer the treatment. This will depend on the severity and type of incident.

### Staff will:

- Assess the situation for any further danger to themselves or others;
- Ensure no further danger is present and clear children away from the accident site and continue with the normal routine.

- Respond to the injury, illness or trauma needs of the child or adult into the capability of their training in first aid, asthma or anaphylaxis. Referral to the child's medical management plan and risk minimisation plan should be made.
- No medications will be used on the child unless they are prescribed for that child.
- Notify the Nominated Supervisor/ Responsible Person and parents of the incident, illness, injury or trauma the same day that it occurs.
- The Educator, witness or other responsible person is to sight and sign the form.
- As part of first aid response educator may if required:
  - Call an ambulance (or ask another staff member to call and co-ordinate the ambulance).
  - Notify a parent or authorised nominee that the child requires medical attention from a medical practitioner.
  - Contact a parent or authorised nominee to collect the child from the service.
- If first aid is administered, an Incident, Injury and Trauma or Illness report is to be filled out by the staff member present at the time of the accident and the staff member who treated the child/adult. Information should be recorded as soon as possible in the Accident/Injury Register, and within 24 hours after the incident, injury, trauma or illness. This will state:
- The parent is to sight and sign the form and receive a copy within 24 hours of the incident injury or trauma (if they request one). If contact is not possible on the day of the accident, the nominated supervisor or Responsible Person must contact parents by phone or in person as soon as possible the next day.
- The National Regulations require that an incident, injury, trauma and illness record be kept, and that the record be accurate and remain confidentially stored until the child is 25 years old (**National Regulation 183(2)(b)**).
- Continue to monitor the child's condition. If the child's condition deteriorates, then the Nominated Supervisor or Responsible Person is to assess the situation and if necessary, call an ambulance, the parents or other emergency contacts nominated in the enrolment form.
- If a child requires hospitalisation, the Nominated Supervisor or Responsible Person is to contact the regulatory authority, the NSW Early Childhood Education and Care Directorate via NQA ITS Portal within 24 hours.
- A small first aid kit is to be kept in an evacuation pack, which is used in the evacuation of the service, e.g. fire, bomb threat, etc.
- In case of a death of a child in care, the Nominated Supervisor or Responsible Person must immediately give notice of the fact to:
  - The parent of the child.
  - The Police.
  - The regulatory authority, the NSW Early Childhood Education and Care Directorate within 24 hours.
  - The Approved Provider of the service.

### Serious Incident/ Injury

If the incident/ injury has required the administrations of a medical practitioner or the child has attended hospital, it will be considered a serious incident.

If the attention of a medical practitioner was sought or the child attended hospital due to the injury, trauma or illness the incident is considered a serious incident and notification must be made to ACECQA within 24 hours of the incident occurring.

### Serious incidents also include: (National Regulation 12)

- The death of a child.
- An incident at the service where the emergency services attended or should have attended.
- A child is missing.
- A child has been taken from the service without the authorisations required under National Regulation
- A child is mistakenly locked in or out of the service.

If the service only becomes aware that the incident was serious afterwards, notification to the regulatory authority within 24 hours of becoming aware that the incident was serious will be made. Notification using form SI01 Notification of Serious Incident will be made. This can be accessed and uploaded via the NQA IT portal.

### NSW Health Notifiable Diseases and Illnesses

- Diphtheria
- Mumps
- Poliomyelitis
- Haemophilus influenzae Type b (Hib)
- Meningococcal disease
- Rubella ("German measles")
- Measles
- Pertussis ("whooping cough")
- Tetanus

### Responsibilities of the Approved Provider

- Ensure that the parent of the child is notified as soon as a practicable, but no longer than 24 hours after the occurrence, if the child is involved in any incident injury, trauma or illness while the child is being educated and cared for by the education and care services.
- The Approved Provider of the education and care service must ensure that an incident, injury, trauma and illness record is kept in accordance with this regulation (**National Regulation 183(2)(b)**).
- Ensuring that the children's enrolment forms provide authorisation for the service to seek emergency medical treatment by a medical practitioner, hospital or ambulance service (**National Regulation 161(2)(a)**).
- Ensuring that there is a minimum of one educator with a current approved first aid qualification on the premises at all times (**National Regulation 136(1)**).
- Ensure that SI01 forms are submitted for any and all serious incidents.

## Responsibilities of the Nominated Supervisor

- Notifying parents/guardian immediately after an incident, injury, trauma or medical emergency, or as soon as is practicable (**National Regulation 86**).
- Requesting the parents/guardians to make arrangements for the child or children involved in the incident or medical emergency to be collected from the service or informing parent/guardians if an ambulance has been called.
- Notifying other person/s as authorised in the child's enrolment form when the parents/guardians are not contactable.
- Must ensure ACECQA is notified of any serious incident, injury, trauma or illness through the ACECQA NQA ITS portal that have required medical treatment with 24 hours attached with relevant information and documentation (**National Regulation 86**).
- Ensure that responsible persons of the service are administering medication if necessary.
- Ensure first aid qualified educators are present at all times on the roster and in the Service.
- Ensure first aid kits are suitably equipped and checked on a monthly basis.
- Ensure first aid kits are easily accessible when children are present at the Service and during excursions.
- Ensure first aid, anaphylaxis management training, and asthma management training is current and updated as required.
- Ensure adults or children who are ill are excluded for the appropriate period.
- Parents are notified of any infectious diseases circulating the Service within 24 hours of detection.

## Responsibilities of the Educators

- Record details of any incident, injury or illness in the Incident, Injury, Trauma and Illness Record as soon as the practical but no later than 24 hours.
- Seek further medical attention if required.
- Familiarise and be aware of any symptoms of any illness/trauma.
- Be aware of any children with allergies status and familiarise with attending days to use this knowledge when attending to any incident, injury or illness.
- Respond to children demonstrating any symptoms if the child and record appropriately. Educators will contact authorised person to inform them of the illness signs or request the collection of the child.

## Responsibilities of the Family

- Be informed of policies and procedures during the enrolment process regarding first aid, illness whilst at the service, exclusion practices, including immunisation status and illnesses at the service.
- Inform the service of their child's health records, such as allergies, medical conditions, health plans etc.
- Be notified of any incidents, injury, trauma, or illnesses as soon as practicable, but not later than 24 hours after the incident had occurred and to be provided with a copy of the report should you require.
- Be provided access to information on children's development, the service program, and relevant health and wellbeing resources from the service.

## Record Keeping

- If the record relates to an incident, illness, injury or trauma suffered by a child while being educated and cared for by the education and care service, until the child is aged 25 years (**National Regulation 183(2)(b)**).
- If the record relates to an incident, illness, injury or trauma suffered by a child that may have occurred following an incident while being educated and cared for by the education and care service, until the child is aged 25 years.

## Procedures

Below is a list of different procedures required in regulations of how to handle trauma, illness and injury in our service (**National Regulation 85**).

If an educator witnesses a Trauma:

- Notify the Nominated Supervisor/Responsible Person of the trauma.
- Emergency services are to be notified.
- Child is to be given first aid appropriate to their situation.
- Remain calm and keep the child calm and relaxed until emergency services/family arrives.
- Fill out appropriate paperwork such as incident form, action taken, and first aid given.
- Notify regulatory authority within 24 hours of emergency.

If an educator notices that a child has a non-serious injury:

- Checks child over for injury/comforts child
- Notifies Nominated Supervisor/Responsible Person
- Performs first aid appropriate to the situation
- Notifies family of the child
- Fills out appropriate documentation

This policy will be updated to ensure compliance with all relevant legal requirements every year. Appropriate consultation of all stakeholders (including staff and families) will be conducted on a timely basis. In accordance with Regulation 172 of the *Education and Care Services National Regulation*, families of children enrolled will be notified at least 14 days and their input considered prior to any amendment of policies and procedures that have any impact on their children or family.

## Incident, injury, trauma and illness record

### Details of person completing this record

Name: ..... Position/role: .....  
Date and time record was made ..... / ..... / ..... Signature: .....

### Child details

Child's full name:

.....  
Date of birth: ...../...../..... Age: ..... Gender :  Male  Female

**Incident details**

Incident date: ...../...../..... Time: ..... am/pm Location: .....

Name of witness: .....

Witness signature: ..... Date: ...../...../.....

General activity at the time of **incident/injury/trauma/illness**:

.....  
.....  
.....

Cause of **injury/trauma**:

.....  
.....  
.....

Circumstances surrounding any **illness**, including apparent symptoms:

.....  
.....  
.....

Circumstances if child appeared to be **missing** or otherwise unaccounted for (incl duration, who found child etc):

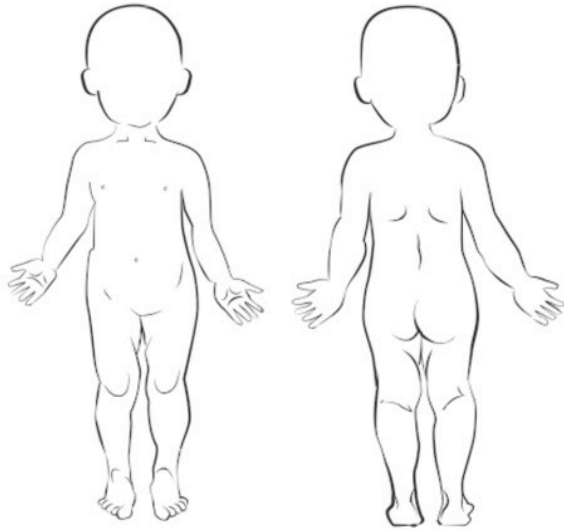
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Circumstances if child appeared to have been **taken or removed** from service or was **locked in/out** of service (incl whotook the child, duration):

.....  
.....  
.....

**Nature of injury/trauma/illness:**

Indicate on diagram the part of body affected



- Abrasion / Scrape
- Allergic reaction (not anaphylaxis)
- Amputation
- Anaphylaxis
- Asthma / respiratory
- Bite wound
- Bruise
- Broken bone / fracture / dislocation
- Burn / sunburn
- Choking
- Concussion
- Crush / jam
- Cut / open wound
- Drowning (non-fatal)
- Electric shock
- Eye injury
- Infectious disease (incl gastrointestinal)
- High temperature
- Ingestion / inhalation / insertion
- Internal injury / Infection
- Poisoning
- Rash
- Respiratory
- Seizure /unconscious/ convulsion
- Sprain / swelling
- Stabbing / piercing
- Tooth
- Venomous bite/sting
- Other (please specify)

.....

**Action Taken**

Details of action taken (including first aid, administration of medication etc):

.....  
 .....  
 .....

Did emergency services attend?: Yes / No

Was medical attention sought from a registered practitioner / hospital?: Yes / No

If yes to either of the above, provide details:

.....  
 .....  
 .....

Have any steps been taken to prevent or minimise this type of incident in the future?:

.....  
 .....  
 .....

**Notifications (including attempted notifications)**



Parent/guardian: ..... Time: ..... am/pm Date: ...../...../.....

Director/educator/coordinator: ..... Time: ..... am/pm Date: ...../...../.....

Other agency (if applicable): ..... Time: ..... am/pm Date: ...../...../.....

Regulatory authority (if applicable): ..... Time: ..... am/pm Date: ...../...../.....

**Parental acknowledgement:**

I .....  
(name of parent/guardian)  
have been notified of my child's incident/injury/trauma/illness.  
(Please circle)

Signature: ..... Date: ...../...../.....

**Additional notes:**

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