



## MANAGEMENT OF INCIDENT, TRAUMA & ILLNESS

### Aim

The Little Village will ensure that immediate action is taken in the case of any incident, injury, trauma, or illness, and accident or emergency treatment is initiated for the safety and comfort of all children in its care. All stakeholders are responsible for following the procedures specified in this policy as part the Centre's commitment to maintain the health and well-being of all its villagers. The policy will also focus on completing and keeping accurate records for future references.

### National Quality Standard

This policy links to the following NQS: National Quality Standards 2.1.4

### Links to other policies

- First Aid Policy
- Dealing with Infectious Diseases Policy
- Child Safe Environment Policy
- Keeping of Records Policy
- Privacy and Confidentiality Policy
- Excursion and Incursion Policy
- Emergency and Evacuation Policy

### Sources

- Children (Education and Care Services National Law Application) Act 2010
- Staying Healthy Preventing infectious diseases in early childhood education and care services Fifth edition Commonwealth of Australia 2012
- Education and Care Services National Regulations 2011: 168
- Work Health and Safety Act 2011





## Strategy

This policy will be followed in conjunction with other policies that aim to maintain the safety, security and comfort of all children with the village.

### GENERAL POLICY

- The Little Village Director/Nominated Supervisor will ensure the parent/guardian of a child attending the Service has given:
  - written authorisation for the service to seek, urgent medical, dental, hospital treatment or ambulance service.
  - written consent to carry out the appropriate medical, dental or hospital treatment.
- If a child has an accident or becomes ill at the service:
  - The child will be separated from the other children to contain the spread of potential infection.
  - The child will be appropriately supervised and comforted by an educator/staff member until they become well or a parent/guardian/authorised nominee of the child arrives.
  - The parents/guardian will be notified as soon as it is possible, the comfort and safety of the child will be addressed first.
  - If urgent medical or dental treatment is required, immediate steps will be taken to treat the child urgently. See Major Incidents below.
  - A child's preferred medical practitioner will be contacted and used where practical.
- The Approved Provider must keep the Incident, Injury, Trauma and Illness Record until the child is 25 years of age.
- The Approved Provider of the service will ensure that policies and procedures are in place to enable the Nominated Supervisor and the primary contact staff to comply with the requirements of the Education and Care Services National Regulations 2011 Division 3 Section 176.
- The service will have at least one person at all times on the premise that holds a current approved First Aid Qualification, as well as Asthma and Anaphylaxis training.



## MINOR INCIDENTS

- Educator/carer will apply appropriate first aid and comfort the child until they feel better.
- The Educator/carer or volunteer will ensure potential dangers that may have caused incident have been removed.
- Incident is recorded via Kindyhub online notification and the parents are also notified when they arrive for pick-up.
- If the child has suffered a minor injury above the neck (scratch or small bump), the parent will be given a courtesy call to describe the incident. Anything more than a scratch or small bump needs to be treated as serious and the parent will be asked to pick up their child for further assessment.
- Educators will use their judgement and if they deem that the injury requires further medical attention, the child must be picked up without leaving it to parent's discretion.


### Further first-aid needed:

- Parents will be notified of incident and injury and will be asked to collect their child to seek further medical attention. This may just be a precaution as staff can only base their decisions on their understanding and first aid training.
- Children will be monitored and comforted until parents/guardian/nominated person arrives.
- If the child shows signs that require urgent medical care, then the Major Incidents steps will be followed.
- If the advice of seeking medical attention is given, then this should be noted on the incident form. This will be signed by the parent/guardian or nominated person and kept in the child's development records.
- The nominated supervisor will also be notified if this advice is given, so they can follow-up with the parent.

## MAJOR INCIDENTS

- If urgent medical attention is required, i.e. excessive bleeding, breaks, unconsciousness, trouble breathing and Asthma plan is not working, severe allergic reactions, anaphylaxis, diabetic shock or the child is not responsive then this is deemed as a major incident
- Initial first aid will be performed to stabilise the situation until emergency services arrive.
- A staff villager will remain with the child at all times until the parent/authorised person has arrived.



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- In case of a carer being removed from active supervision, the children in the baby and toddler rooms will be gathered until a replacement carer is called to meet the ratio requirements. See [Emergency and Evacuation Policy](#)
  - If a serious accident occurs at the service requiring a child to receive urgent or emergency medical, dental or hospital treatment the following are to be notified:
    - The parent/guardian of the child
    - The Approved Provider
    - The NSW Department of Education
    - Completion of a SI01 Notification of serious incident form and reported to ACECQA within 24 hours
    - An online report will be completed and submitted to ACECQA and a copy of the incident will be kept in the child's development records.

#### IN CASE OF DEATH

- If a death of a child occurs at the service the following are to be notified:
  - The parent/guardian of a child that their child has been taken to hospital (Doctor to tell parents of death)
  - The Police
  - The Approved Provider
  - The Early Childhood Directorate
  - Completion of a SI01 Notification of serious incident form and reported to ACECQA within 24 hours
  - The record must include the information stipulated in Regulation 87, sub-regulation 3, which is not limited to:
    1. The name and age of the child; and
    2. The circumstances leading to the incident, injury or trauma; and
    3. The time and date the incident occurred, the injury was received or the child was subjected to the trauma
    4. The actions taken and first aid administered and the name of the person whom administered the first aid.