



Incident, Injury, Trauma and Illness

Policy Statement

Castle Hill Pre-School Kindergarten Inc. acknowledges its responsibility for the health and safety of children in its centre. Policies and procedures are in place to effectively manage the event of any incident, injury, trauma and illness.

It also acknowledges the importance of risk management to provide a safe environment and protect children from potential harm.

Goals

Castle Hill Pre-School Kindergarten Inc. will:

1. Develop program goals that promote the wellbeing of each child.
2. Establish procedures and practice that minimise the risk of harm to children.
3. Maintain communication with families to ensure that they are informed of any incidents, injury, trauma and illness to their child/ren as required.
4. Ensure that records of any incident, injury, trauma and illness are documented, transmitted to the Department of Education and Communities as required and kept in storage according to regulatory requirements.

Strategies – How will it be done?

Castle Hill Pre-School Kindergarten Inc. will:

1. Notify the Regulatory Authority of any serious incident at the education and care service, the death of a child, or complaints alleging that the safety, health or wellbeing of a child was, or is, being compromised.
2. At all times that the children are being educated and cared for by the service. All permanent staff will hold a current approved first aid qualification.
3. Ensure the service holds the correct number of first aid kits required, suitably equipped, and maintained.
4. Ensure that all staff are aware of the completion of appropriate records (Attachment 1) 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.
5. 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.



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6. Give staff access to appropriate up to date information, or professional development on the management of incidents.
7. Make certain that all staff have access to the Regulations and Law and are aware of their responsibilities under these ensuring that this occurs as part of staff induction or orientation to the service and that position descriptions reflect this responsibility.

Educators will:

1. 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.
2. Consider the planning of the physical environment and experiences, ensuring that the spaces are safe.
3. Thoughtfully group children to effectively manage supervision and any potential risks to children's health and wellbeing.
4. Respond to children in a timely manner. Provide reassurance.
5. Seek further medical attention for a child if required.
6. Be aware of the signs and symptoms of illness/trauma, and update their understanding as part of their ongoing professional development.
7. Be aware of individual children's allergies and immunisation status and use this knowledge when attending/responding to any incident, injury or illness.
8. Respond to children showing signs of illness and begin monitoring the symptoms of the child, and recording as appropriate. Educators will contact the child's authorised person to inform them of the illness signs, or to request the collection of the child.
9. Maintain appropriate work health and safety standards when attending to children's injuries and applying first aid.
10. Check that equipment and furniture in the service is well maintained and that any materials that may be hazardous are removed or repaired.
11. Ensure that hazardous items are inaccessible to children.

Families will:

1. 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.



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2. 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.
3. Be notified of any incident, injury, trauma, or illness as soon as is practicable and provided with a copy of the report.

Evaluation

Educators respond in a timely manner to any incident, and documentation is completed, shared, and stored as appropriate. Regular reviews of procedures and policy are implemented.

*Children (Education and Care Services National Law Application) Act 2010: 167
Education and Care Services National Regulations 2011: 12, 85, 86, 87, 88, 89, 103, 136-137, 176 (2) (a), and 176 (2) (a) (ii), 176 (2) (b), 245
Link to National Quality Standard: QA1, QA6, 2.1, 2.3
Attachment 1. – Sample form “Incident, Injury, Trauma and Illness Record”*