

POLICY NO 14: INCIDENT, INJURY, TRAUMA AND ILLNESS

Key Policy Contact Person: Manager, Our Village Family Childcare

POLICY STATEMENT:

Our Village Family Childcare Service will ensure that all children receive the appropriate medical response and assistance in the event of an incident, injury, trauma or illness and that families will be notified as soon as practicable.

CRITICAL INFORMATION:

- All educators are responsible for incident reporting.
- An incident, injury h must be reported to the coordination unit when practical, no more than 12hours
- If the event is serious, the witness must phone their supervisor or if unavailable phone their General Manager. Staff must keep escalating until they have verbally communicated the incident, not leave a voice mail. They must then enter the event in VHIMS Central within 24 hours of occurrence.
- Serious incidents must be reported by the supervisor to a General Manager for external notification. External notifications are to be notified to the CEO and completed within the timeframe.
- Investigation actions and outcomes must be added and actioned by the Manager in VHIMS Central before the incident is closed.

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PURPOSE:

In the event of an incident, injury, trauma or illness occurring to a child whilst in the service, it is critical that the appropriate medical response is provided.

SCOPE/RESPONSIBILITIES:

This document applies to the Educators, Families and Coordination Unit staff of Our Village Family Childcare Service.

STATEMENT OF DIVERSITY

Sunbury and Cobaw Community Health is committed to improving the health of our community and being accessible to all, including people from culturally and linguistically diverse (CALD) communities, those from Aboriginal and Torres Strait Islander background, people with a disability, Lesbian Gay Bisexual Transgender Intersex and Queer (LGBTIQA+) people and other socially vulnerable groups and supporting their communities across the lifespan from birth to older age.

DEFINITIONS:

Serious Incident	<ul style="list-style-type: none"> ○ the death of a child while being educated and cared for by an education and care service; or ○ Following an incident while being educated and cared for by an education and care service ○ any incident involving injury or trauma to, or illness of, a child while being educated and cared for by an education and care service for which – ○ the attention of a registered medical practitioner was sought, or ought reasonably to have been sought; of ○ the child attended, or ought reasonably to have attended, a hospital ○ any incident where the attendance of emergency services at the education and care service premises was sought, or ought reasonably to have been sought ○ any circumstances where a child being educated and cared for by an education and care service – ○ appears to be missing or cannot be accounted for; or ○ appears to have been taken or removed from the education and care service premises in a manner that contravenes these Regulations; or ○ Is mistakenly locked in or locked out of the education and care services premises or any part of the premises
<i>Amendments to the Education and Care Services National Regulations – 1 September 2013 States:</i>	‘Serious Incidents’ definition means providers only need to notify their regulatory authority of serious injury, trauma or illness which a reasonable person would consider required urgent medical attention from a medical practitioner or hospital treatment. Examples of serious incidents include whooping cough, broken limb or anaphylaxis.
Registered Medical Practitioner	is a person registered under the Health Practitioner Regulation National Law to practice in the medical profession (other than as a student)
FDCA	Is the peak organisation for Family Day Care Services in Australia and is the Underwriter for Public Liability Insurance for Services and Educators

PROCEDURES:

The Department of Education and Training must be notified by the Manager or approved staff member within 24 hours of any incidents resulting in a child requiring medical treatment.

All incidents, injuries, traumas or the onset of an illness must be recorded (Education and Care Services National Regulations, (current version 30 December 2021) Part 4.2 Health and Safety Regulations 85, 86, 87). The record must include:

- Details of any incident in relation to a child, illness in relation to a child or injury received by a child or trauma to which a child has been subjected to while being cared for by an Educator, including;
 - the name and age of the child
 - the circumstances leading to the incident, illness, injury or trauma
 - the nature and circumstance of the incident, injury or trauma or in the case of an illness, any apparent symptoms
 - any products or structures involved
- name/s of any witnesses
- the date and time the incident occurred, the child became ill, the injury occurred, or the child was subject to trauma
- Details of the action taken by the Educator: inclusive of medication administered, first aid provided, and medical personnel contacted
- The name of the person who was notified of the incident, injury or trauma and the date and time of the notification
- The name and signature of the person making the entry in the record

The information referred to above must be reported to the Coordination Unit as soon as practicable, and no later than 12 hours after the incident, injury, illness or trauma occurred.

All completed Incident, Injury, Trauma and Illness Records must be provided to the Manager by Coordination Unit staff **before** being filed in the Child's file,

Coordination Unit staff will notify the Department of Education and Training of incidents as required and follow all SCCH incident reporting policy and procedures.

The FDCA Insurance Plan Incident Report Form must be completed in the event of an incident, injury or trauma where medical attention is required. This Incident Report Form will be forwarded to the FDCA Insurer and copies kept at the Coordination Unit and a copy given to the Educator

RESPONSE to an INCIDENT or EMERGENCY:

1. Apply First Aid and / or seek medical assistance (Ambulance, Poisons Information Centre phone: 13 11 26)
2. If required, follow Emergency Evacuation & Bushfire Management procedures – Policy 46
3. Inform the child's parents/guardians and the Coordination Unit, as soon as practicable.

APPENDIX:

- [Our Village Family Childcare Incident, Injury, Trauma and Illness Record](#)

REFERENCES:

- Education & Care Services National Regulations, (current version 30 December 2021) – Regulation 85, 86, 87, 168

RELATED POLICIES & PROCEDURES/ WORK INSTRUCTIONS:

- Anaphylaxis Management – 1
- Insurance – Public Liability – 35
- Asthma Management – 4
- Dealing with Medical Conditions – 45
- Health and Safety – Sun Protection – 38
- Health and Safety – Water Safety – 44
- Active Supervision – 52
- Health and Safety – Administration of First Aid – 48
- Monitoring, Support and Supervision of Family Day Care Educators – 21
- Monitoring, Support and Supervision of Family Day Care Educators Work Instruction
- Our Village Family Childcare Playgroups Work Instructions

VERSION CONTROL AND ACCREDITATION STANDARDS / LEGISLATION:

For office use only (to be completed by the Quality, Safety & Compliance unit)			
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Signature of Approver:	<i>Signed in accordance with Deed of Delegation:</i>		
	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p style="font-size: 2em; margin: 0;">X</p> <hr style="border: 0.5px solid black; margin: 2px 0;"/> <p style="font-size: 0.8em; margin: 0;">Julie Landy Chief Operating Officer</p> </div>		
Legislation:			