

INCIDENT, INJURY, TRAUMA AND ILLNESS MANAGEMENT POLICY

Section 165, 174, 167, Regulations 85-89, 95, 97, 103, 104,106, 117, 161, 168-172, 174, 177, 183

INCIDENT, INJURY, TRAUMA & ILLNESS MANAGEMENT POLICY

Policy Statement

The Tenison Woods College Early Learning & Community Centre is dedicated to effectively addressing, reporting, and recording incidents, injuries, trauma, and illness occurrences to ensure the safety and wellbeing of all children, volunteers, and staff. This policy has been established to ensure clear lines of action are identified to effectively manage an event involving a child becoming injured, ill or involved in an incident.

Background

The policy exists to provide clear guidelines and procedures for the management of incidents, injuries, trauma, and illnesses within the Tenison Woods College Early Learning & Community Centre. It aligns with the service's commitment to maintaining a safe and secure environment for all stakeholders, in accordance with the relevant regulations and best practices in early childhood education and care.

National Quality Standards (NQS) Links

QUALITY AREA 2: CHILDREN'S HEALTH & SAFETY		
2.1	Health	Each child's health and physical activity is supported and promoted.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.1.3	Healthy Lifestyle	Healthy eating and physical activity are promoted and appropriate for each child.
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.
QUALITY AREA 3: PHYSICAL ENVIRONMENT		
3.1	Design	The design of the facilities is appropriate for the operation of a service.
3.1.1	Fit for purpose	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.
3.1.2	Upkeep	Premises, furniture and equipment are safe, clean and well maintained.
3.1.3	Inclusive environment	Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality experiences in both built and natural environments.
QUALITY AREA 4: STAFFING ARRANGEMENTS		
4.2	Professionalism	Management, educators and staff are collaborative, respectful and ethical.
4.2.2	Professional standards	Professional standards guide practice, interactions and relationships.
QUALITY AREA 5: RELATIONSHIPS WITH CHILDREN		
5.1.1	Positive educator to child interactions	Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included.
5.1.2	Dignity and rights of the child	The dignity and rights of every child are maintained.
QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1	Governance	Governance supports the operation of a quality service.
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.
7.2.1	Continuous Improvement	There is an effective self-assessment and quality improvement process in place.

Legislative requirements

Regulation 85 – Incident, injury, trauma and illness policies and procedures

- *The Incident, Injury, Trauma and Illness Policies and Procedures must be followed by nominated supervisors and staff members and volunteers when a child is injured, becomes ill or suffers a trauma.*

INCIDENT, INJURY, TRAUMA AND ILLNESS MANAGEMENT POLICY

Section 165, 174, 167, Regulations 85-89, 95, 97, 103, 104,106, 117, 161, 168-172, 174, 177, 183

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

- Parents must be informed as soon as practical but no later than 24 hours if the child was involved in any incident, injury, trauma or illness while at the Centre.

Regulation 87 – Incident, Injury, Trauma and Illness Record

- The Centre must keep a record in accordance with this regulation.
- The Incident, Injury, Trauma and Illness Record must include:
 - Name and age of the child, the circumstance leading to the incident, injury or trauma, the time and date of the incident, when the injury was received, or the child was subjected to the trauma.
- Details of the illness while at the Centre, including:
 - The name and age of the child, relevant circumstance surrounding the child becoming ill and any apparent symptoms, the time and date of illness.
- In both these above incidences you must also include:
 - The action taken must be documented, including any medication administered or first aid provided and/or any medical personnel contacted;
 - Details of any person who witnessed the incident, injury or trauma;
 - The name of any person who the Centre tried to notify or attempt to notify of the incident, injury, trauma or illness which the child suffered at the Centre, with the time and date;
 - The name and signature of the person making the entry in the record and the time and date the entry was made.
- All the above information must be included in the Incident, Injury, Trauma or Illness Record as soon as possible but no later than 24 hours after the incident, injury or trauma or the onset of the illness.

Regulation 89 – First aid kits

- First aid kits are kept in accordance with the regulation whenever the service is providing care and education to children.
 - There must be enough first aid kits to cater to the number of children on site.
 - First aid kits must be suitably equipped.
 - They must be recognisable and easily accessible for adults in charge of the children.

Regulation 95 – Procedure for administration of medication

- If medication is administered, it must be prescribed by a registered medical practitioner from its original container, bearing the original label with the name of the child to whom the medication is to be administered before the expiry or used by date. It must be from its original container, bearing the original label and instructions.
- The medication must be administered in accordance with the instructions attached to the medication or written instructions by a registered medical practitioner.
- When administered this MUST be witnessed by another person, checking the dosage of the medication administered and the identity of the child to whom the medication is to be administered.

Regulation 97 – Emergency and evacuation procedures

- In the event of an emergency or evacuation emergency, a first aid kit is taken. This is located in the first aid cupboard, containing sunscreen, Centre asthma puffer, epipen and general first aid.
- In the event of an emergency or evacuation, all staff are aware of their roles and how to deal with the situation to keep the children and themselves safe.

Regulation 103 – Premises, furniture and equipment to be safe, clean and in good repair

- All equipment and furniture used in the Centre is safe, clean and in good repair.

Regulation 104 – Fencing

- The Centre's outdoor space is enclosed by a fence and is of a height and design that preschool children cannot go through, over or under, keeping the children safe.

Regulation 106 – Laundry and hygiene facilities

- The Centre ensures that the laundry and hygienic facilities are located and maintained in a way that does not pose a risk to children.

Regulation 117 – Glass

- All glazed glass adheres to the Building Code of Australia, ensuring that all is treated with a product to prevent shattering if broken a- check with JAMES type of glass

Regulation 161 – Authorisations to be kept in enrolment record

- The authorisations to be kept in the enrolment record for each child enrolled at the Centre are:

INCIDENT, INJURY, TRAUMA AND ILLNESS MANAGEMENT POLICY

Section 165, 174, 167, Regulations 85-89, 95, 97, 103, 104,106, 117, 161, 168-172, 174, 177, 183

- Authorisation signed by parent or authorised person on enrolment form to consent to medical treatment of the child;
- Medical treatment for the child as directed from a registered medical practitioner, hospital or ambulance service.

Regulation 168 – Education and care services must have policies and procedures

- Our Centre has policies and procedures as set out in sub regulation 2 in Regulation 168.

Regulation 170 – Policies and procedures to be followed

- Nominated supervisors, staff members and volunteers have an understanding of all policies and procedures and ensure they are followed at the service.

Regulation 171 – Policies and procedures to be kept available

- Digital copies of our policies and procedures are available via a QR code in our foyer, in our digital PowerQIP and in our handbook. A hard copy of our policies and procedures can be found in the ELCC Office.

Regulation 172 – Notification of change of policies and procedures

- All families are notified and sent updated policies and procedures.
- If a change to policy is planned, significantly affecting families, they will be given 14 days' notice.

Regulation 174 – Time to notify certain information to Regulatory Authority

- If a death of a child occurs, as soon as practically possible or within 24 hours of the death, or the time the person becomes aware of the death.
- If a serious incident occurs, for example a child going to hospital or an ambulance being called, the Centre must alert the Regulation Authority within 24 hours of the incident or the time the person becomes aware.

Regulation 177 – Prescribed enrolment and other documents to be kept by an approved provider

- The Centre will keep records of:
 - An Incident, Injury, Trauma or Illness Record as set out in regulation 87;
 - A medication record as set out in regulation 92;
 - A staff record as set out in regulation 145;
 - A record of volunteers and students as set out in regulation 149;
 - The records of the responsible person at the service as set out in regulation 150;
 - A record of educators working directly with children as set out in regulation 152;
 - Children's attendance as set out in regulation 158;
 - Each nominated supervisor and any person with day to day charge of the Centre under section 162 of the law;
 - A record of children embarking and disembarking by a means of transport at the Centre as set out in regulation 102e & f.

Regulation 183 – Storage of records and other documents

- Incident, Injury, Trauma or Illness Incident Records are stored safely and securely in the Centre until the child is 25 years of age.
- If the record refers to a death of a child while at the Centre or that may have occurred following an incident while at the Centre, the record will be kept until the end of the seventh year after the death.
- If the record relates to the approved provider or the nominated supervisor, the record will be kept until the end of three years after the last date on which the approved provider, nominated supervisor or staff member provided the education and care on behalf of the service.

Principles to inform the policy

All decision-making should be carried out in accordance with the principles of the ELCC's Incident, Injury, Trauma and Illness Policy.

- The safety, health and wellbeing of children is a paramount consideration for our service.
- Educators and staff members will receive relevant and up-to-date training to ensure they can effectively respond to incidents, injuries, trauma and illness.
- Care will be taken when assessing the seriousness of an incident and if there is a need for emergency services to be contacted.
- Keeping families informed is paramount: Families will be notified of any serious incident involving their child at our service as soon as possible.
- In the event of an incident, injury, trauma or illness, we will undertake a review (including a risk assessment) and take any appropriate action to remove or rectify the cause if required.

INCIDENT, INJURY, TRAUMA AND ILLNESS MANAGEMENT POLICY

Section 165, 174, 167, Regulations 85-89, 95, 97, 103, 104, 106, 117, 161, 168-172, 174, 177, 183

- High levels of supervision will be maintained and ratios will be met at all times and supervision plans will be regularly reviewed.
- Educators and staff will be provided with access to appropriate and up-to-date information and regular professional development on the management of incidents.
- All educators and staff will be provided with the necessary resources to respond to incidents and injuries.
- Confidentiality is important and will be maintained at all times.
- To prevent the transmission of infectious diseases and maintain a hygienic environment through adherence to relevant guidelines from SA Health, ACECQA, and the National Health and Medical Research Council of Australia.

Key Terms

- **ACECQA (Australian Children's Education and Care Quality Authority):** The independent national authority that administers the National Quality Framework.
- **Approved anaphylaxis management training:** Anaphylaxis management training approved by ACECQA and published on the list of approved first aid qualifications and training on the ACECQA website.
- **Approved emergency asthma management training:** Emergency asthma management training approved by ACECQA and published on the list of approved first aid qualifications and training on the ACECQA website.
- **Approved first aid qualification:** A qualification that includes training in the matters set out below, that relates to, and is appropriate to, children and has been approved by ACECQA and published on the list of approved first aid qualifications and training on the ACECQA website. Matters are likely to include: Emergency life support and cardiopulmonary resuscitation; convulsions; poisoning; respiratory difficulties; management of severe bleeding; injury and basic wound care; and administration of an auto-immune adrenalin device.
- **Emergency:** An incident, situation or event where there is an imminent or severe risk to the health, safety or wellbeing of a person at the service. For example, a flood, fire or a situation that requires the service premises to be locked down.
- **Emergency services:** Includes ambulance, fire brigade, police and state emergency services.
- **First aid:** Is the immediate treatment or care given to a person suffering from an injury or illness until more advanced care is provided or the person recovers. First aid training should be delivered by approved first aid providers, and a list is published on the ACECQA website: acecqa.gov.au/qualifications/requirements/first-aid-qualifications-training
- **Hazard:** A source of potential harm or a situation that could cause or lead to harm to people or property. Work hazards can be physical, chemical, biological, mechanical or psychological.
- **Injury:** Any physical damage to the body caused by violence or an incident.
- **Medication:** Medicine within the meaning of the Therapeutic Goods Act 1989 of the Commonwealth. Medicine includes prescription, over-the-counter and complementary medicines. All therapeutic goods in Australia are listed on the Australian Register of Therapeutic Goods, available on the Therapeutic Goods Administration website (tga.gov.au).
- **Meaning Source Medical attention:** Includes a visit to a registered medical practitioner or attendance at a hospital.
- **Medical emergency:** An injury or illness that is acute and poses an immediate risk to a person's life or long-term health.
- **Medical management plan (MMP):** A document that has been written and signed by a doctor. A MMP includes the child's name and photograph. It also describes symptoms, causes, clear instructions on action and treatment for the child's specific medical condition.
- **Minor incident:** An incident that results in an injury that is small and does not require medical attention.
- **Notifiable incident:** Any incidents that seriously compromise the safety, health or wellbeing of children. The notification needs to be provided to the regulatory authority and also to parents within 24 hours of a serious incident. The regulatory authority can be notified online through the NQA IT System.
- **Serious incident:** For the purposes of the definition of serious incident in section 5(1) of the Law, each of the following is prescribed as a serious incident:
 - (a) the death of a child —
 - i. while that child is being educated and cared for by an education and care service; or
 - ii. following an incident occurring while that child was being educated and cared for by an education and care service.
 - (b) any incident involving serious injury or trauma to a child occurring while that child is being educated and cared for by an education and care service —

INCIDENT, INJURY, TRAUMA AND ILLNESS MANAGEMENT POLICY

Section 165, 174, 167, Regulations 85-89, 95, 97, 103, 104,106, 117, 161, 168-172, 174, 177, 183

- i. which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or
 - ii. for which the child attended, or ought reasonably to have attended, a hospital; Example: A broken limb.
- (c) any incident involving serious illness of a child occurring while that child is being educated and cared for by an education and care service for which the child attended, or ought reasonably to have attended, a hospital; Example: Severe asthma attack, seizure or anaphylaxis reaction.
- (d) any emergency for which emergency services attended;
- (e) any circumstance where a child being educated and cared for by an education and care service —
- i. appears to be missing or cannot be accounted for; or
 - ii. appears to have been taken or removed from the education and care service premises in a manner that contravenes these Regulations; or
 - iii. is mistakenly locked in or locked out of the education and care service premises or any part of the premises.
- **Trauma:** Is when a child feels intensely threatened by an event he or she is involved in or witnesses.

Links to other policies:

This policy is linked to related policies and procedures, including:

- The Administration of First Aid
- Enrolment and Orientation
- Excursions
- Emergency and Evacuation
- Dealing with Medical Conditions in Children
- Providing a Safe Environment for Children
- Acceptance and Refusal of Authorisations
- Delivery of Children to, and Collection From, Education and Care Service Premises

Induction and Ongoing Training:

- Induction training and ongoing training will be provided to managers, coordinators, educators, and staff to assist them in fulfilling their roles effectively in implementing this policy.

Policy Created/Reviewed:

- This policy was created in January 2024 and will be reviewed annually or as necessary to ensure compliance with regulations and alignment with best practices.

Monitoring, Evaluation, and Review:

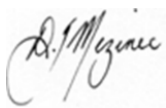
- This policy will be regularly monitored for compliance by designated staff members and reviewed as necessary to ensure it aligns with current regulations and guidelines.

References:

- Education and Care Services National Regulations
- South Australian Education Policy and regulations
- South Australian Health Policy and regulations
- Catholic Education South Australia policy and regulations
- The Australian Children's Education and Care Service Authority (ACECQA)
- First Aid training requirements for staff
- Staying Healthy: Preventing Infectious Diseases in Early Childhood Education and Care Services (National Health and Medical Research Council of Australia)

Reviewed by David Meziniec
Tenison Woods College Principal

Reviewed by Fran Scanlon
Early Learning & Community Centre Director




Signed:

Signed:

Dated: 21.12.24

Dated: 18.12.24

INCIDENT, INJURY, TRAUMA AND ILLNESS MANAGEMENT POLICY

Section 165, 174, 167, Regulations 85-89, 95, 97, 103, 104,106, 117, 161, 168-172, 174, 177, 183

INCIDENT, INJURY, TRAUMA & ILLNESS MANAGEMENT PROCEDURE

Procedure Statement

This procedure follows the guidelines of the policy. It is of paramount importance to ensure the safety and wellbeing of all individuals involved in the Tenison Woods College Early Learning & Community Centre. By adhering to the relevant regulations, standards, and guidelines, we create a secure environment that promotes physical and emotional health, and enables the prompt and effective management of incidents, injuries, trauma, and illnesses.

Procedure

First Aid Training:

- All staff members will undergo regular and up-to-date first aid training, compliant with the requirements set forth by the ECSNR and first aid training requirements for staff. This training will equip staff with the necessary skills to provide immediate care in the event of incidents, injuries, trauma, and illnesses.
- All staff will attend CPR training held annually in January, ensuring this year long qualification is UpToDate.
- At all times in the Centre, Open, Close and during the day the responsible person has current first aid and CPR training.

Incident and Injury Reporting:

- Any incidents, injuries, trauma, or illnesses suffered by a child while in care, or as a result of being in care, will be promptly reported and recorded using the provided incident report form.
- The form will capture relevant details, including the child's name, age, circumstances leading up to the incident, actions taken by staff, and contact information of medical personnel involved.
- If the injury is above the shoulder, the child's emergency contacts will be informed
- If the injury is of a less serious nature and below the shoulders a note will be placed on
- In the event of a 'serious incident' where a child is requiring medical attention, a serious incident form needs to be completed on the National Quality Agenda IT System from ACECQA <https://portal.nqaits.gov.au/SignIn?ReturnUrl=%2F>, Nominated Supervisors, David Meziniec and Michelle Coote, Director, Fran Scanlon, Deputy Director, Ang Cutting and Administrative staff, Audine Bryant and Tanya Thompson have access to this portal. Instructions to the portal can also be found in the office or in the appendices attached. This will notify our approved providers, CESA and must be done within 24 hours of the incident.

Emergency Situations:

- In the case of an emergency requiring the attendance of emergency services, immediate action will be taken to seek the necessary assistance, and the incident will be reported as per regulatory requirements.
- The parents or authorised carer as stated on the enrolment form and the responsible person for the Centre are to be informed immediately.
- The responsible person will then notify via National Quality Agenda IT System from ACECQA <https://portal.nqaits.gov.au/SignIn?ReturnUrl=%2F> and approved provider about the serious incident within 24 hours.
- Follow Protocol – Appendix One and saved on ELCC Drive under Medical Information and also found in the office and staff room
-

Record Keeping:

- We will maintain written records of all incidents, injuries, trauma, or illnesses suffered by children or staff.
- These records will include relevant details such as the date, time, nature of the incident, actions taken, and any medical intervention provided.
- These records will be securely stored and kept for the minimum period required by federal regulations:
 - *Incident, Injury, Trauma or Illness Incident Records are stored safely and securely in the Centre until the child is 25 years of age.*
 - *If the record refers to a death of a child while at the Centre or that may have occurred following an incident while at the Centre, the record will be kept until the end of the seventh year after the death.*
 - *If the record relates to the approved provider or the nominated supervisor, the record will be kept until the end of three years after the last date on which the approved provider, nominated supervisor or staff member provided the education and care on behalf of the service.*
 - *Records relating to child sexual abuse or is alleged to have occurred must be kept for at least 45 years.*

INCIDENT, INJURY, TRAUMA AND ILLNESS MANAGEMENT POLICY

Section 165, 174, 167, Regulations 85-89, 95, 97, 103, 104,106, 117, 161, 168-172, 174, 177, 183

- If a parent or authorised person for the child consistently does not sign the forms, a conversation is to be had with the Director, and they will speak to the family. This is to be documented in the child's OneNote. Educators and staff should be aware this could be added to a mandatory report.

Illness register:

- Staff to keep a register of sickness in the Centre
- This occurs on OneNote, with all staff having access to update
- This is to keep track of illness in the Centre and to ensure an outbreak is known and can be tracked.

Serious Incident:

- In accordance with section 174, 174a, 167, and other relevant regulations of the ECSNR, the Regulatory Authority will be notified within the specified timeframes following the occurrence of a reportable incident.
- Additionally, the family of a child involved in a serious incident will be promptly notified, as well as ACECQA as per their requirements.
- Follow Protocol – Appendix One and saved on ELCC Drive under Medical Information and also found in the office and staff room

Prevention of Infectious Diseases:

- We adhere to the guidelines outlined in 'Staying Healthy: Preventing Infectious Diseases in Early Childhood Education and Care Services' issued by the National Health and Medical Research Council of Australia. These guidelines will be consistently followed to minimize the transmission of infectious diseases and promote the health and wellbeing of children, volunteers, and staff.
- Please see the policy for Infestation and Infectious Disease.

Administering medicine

- Please see separate policy and procedure
- Both members of staff must be either diploma, teacher or administrative staff only administering or witnessing.

Staff Work, Health and Safety Incident and Investigation

- If staff sustain an incident at work, that requires medical attention or ongoing treatment, they will fill out CSH&W SA Incident and Investigation Report Form and this will be filed with our WH&S Coordinator, Trudi Dempsey.
- For minor incidents as a child biting, hitting or scratching a staff member, these will be logged on a digital incident spread sheet by either the Director or Administration staff.

Child returning after a serious injury

- Family to meet with Director or Responsible Person
- Detailed plan to be recorded and signs to watch for, as stated by medical professional and sent to all staff

Staff Work, Health and Safety Incident and Investigation

- If staff have access to forms digitally and in hard copy in the office
- To be given to Trudi Dempsey, WH&S Coordinator for the College no later than 48hours.
- WH&S induction given when first employed

Responsibilities

The Approved Provider will be responsible for:

- Ensuring that obligations under the Education and Care Services National Law and National Regulations are met;
- Ensuring that an enrolment record is kept for each child which contains all the prescribed information;
- Confidentially storing an Incident, Injury, Trauma and Illness Record until the child is 25 years old;
- Recording information as soon as possible, and within 24 hours, after the incident, injury, trauma or illness;
- Ensuring that a parent/guardian of the child is notified as soon as is practicable, but no later than 24 hours after the incident, injury, trauma or illness;
- Notifying the regulatory authority of a serious incident online using the NQAITS - SI01 Notification of Serious Incident record;
- Ensuring that at least one educator, staff member or nominated supervisor who holds a current approved first aid qualification and has undertaken current approved anaphylaxis management and emergency asthma management training is in attendance at all times and immediately available in an emergency;
- Taking reasonable steps to ensure that nominated supervisors, educators, staff and volunteers follow the policy and procedures;

INCIDENT, INJURY, TRAUMA AND ILLNESS MANAGEMENT POLICY

Section 165, 174, 167, Regulations 85-89, 95, 97, 103, 104,106, 117, 161, 168-172, 174, 177, 183

- Ensuring copies of the policy and procedures are readily accessible to nominated supervisors, educators, staff and volunteers, and available for inspection;
- Notify families at least 14 days' before changing the policy or procedures if the changes will:
 - Affect the fees charged or the way they are collected; or
 - Significantly impact the service's education and care of children; or
 - Significantly impact the family's ability to utilise the service.

The Nominated Supervisor/ Responsible Person (Director) will be responsible for:

- Implementing the Incident, Injury, Trauma and Illness Policy and Procedures;
- Investigating the cause of any incident, injury or illness and take appropriate action to remove the cause if required;
- Contacting emergency services in the first instance then notify parents/guardians immediately after an incident, injury, trauma or medical emergency, or as soon as is practical;
- Ensuring each child's enrolment record includes authorisation by a parent or person named in the record, for the approved provider, nominated supervisor or educator to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance service and, if required, transportation by an ambulance service.

Educators will be responsible for:

- Recording information as soon as possible, and within 24 hours after the incident, injury, trauma or illness;
- Seeking further medical attention if required after the incident, injury, trauma or illness;
- Ensuring that two people are present any time medication is administered to children (except FDC or permitted services under regulation 95(c));
- Being aware of children with allergies and their attendance days, and apply this knowledge when attending to any incidents, injury, trauma or illness;
- Completing an Incident, Injury, Trauma and Illness Record;
- Keeping Incident, Injury, Trauma and Illness Records confidential and store until the child is 25 years old.

Families will be responsible for:

- Providing authorisation in the child's enrolment form for the approved provider, nominated supervisor or an educator to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance service and, if required, transportation by an ambulance service;
- Notifying the service upon enrolment of any specific health care needs of the child, including any medical conditions and allergies and any medical management plans that need to be followed;
- Ensuring any medical management plans at the service are kept up-to-date;
- Collecting the child as soon as possible when notified of an incident, injury, trauma or illness;
- Notifying the service of any infectious disease or illness that has been identified when the child has been absent from the service, that may impact the health and wellbeing of other children, educators, staff or others attending the service;
- Being contactable, either directly or through emergency contacts listed on the enrolment form, in the event of an incident requiring medical attention;
- Notifying educators or staff if there has been a change in the condition of the child's health, or of recent accidents or incidents that may impact the child's care;
- Notifying educators or staff when the child is ill and will be absent from their regular program.

INCIDENT, INJURY, TRAUMA AND ILLNESS MANAGEMENT POLICY

Section 165, 174, 167, Regulations 85-89, 95, 97, 103, 104,106, 117, 161, 168-172, 174, 177, 183

APPENDIX ONE – PROCEDURE FOR SERIOUS INCIDENTS/NOTIFICATIONS & APPLICATIONS WITH ACECQA

PROCEDURE FOR SERIOUS INCIDENTS/ NOTIFICATIONS & APPLICATIONS WITH ACEQCA



SERIOUS INCIDENT: Regulation 123 of the Education and Care Services National Regulations prescribes incidents and circumstances that are ‘serious incidents’ for the purposes of the National Law, including:

- Any incident involving serious injury or trauma while the child is being educated and cared for by an education and care service:
 - which a reasonable person would consider required urgent medical attention from a registered medical practitioner; or
 - the child attended or ought reasonably to have attended a hospital (for example, a broken limb)
- Any incident involving serious illness of a child while that child is being educated and cared for by a service for which the child attended, or ought reasonably to have attended, a hospital (for example, severe asthma attack, seizure, or anaphylaxis reaction).
- A missing child, unaccounted for child, a child locked out/in service, a child taken away or removed from service
- Sexual abuse of a child onsite
- Death of a child

MUST be logged within 24 hours or at the earliest possible time when notified

1. Complete Incident, injury, trauma & illness record (parents/caregiver must have signed)
2. Notify parents/caregivers as soon as possible and Director or the Responsible person
3. Director, Deputy Director, Nominated Supervisors or Administration team to go to the National Quality Agenda IT System (ACECQA) <https://portal.nqaits.gov.au/SignIn?ReturnUrl=%2F>
4. If not available use the following:
Email: elcc@tenison.catholic.edu.au
Password: 4753TENison
5. Click ‘For Providers’ and sign in, you will be sent a verification code to the elcc email
6. Enter the verification code, the Director or Admin staff support you with and press continue
7. Press up the top, ‘My Service’ (next to ‘Home’)
8. Press new form and complete – ensure there is detail
9. Scan the incident form if submitting and add in at the end. Ensure prevention and minimisation is filled out.
10. Name and contact details for the notification should always be
Fran Scanlon
0887244656
ap@cesa.catholic.edu.au (this is our approved provider email and will automatically inform them of the incident, this is very important)
11. Check attachments i.e. incident form
12. Summary – check all information is correct
13. Submit form if finished. You can save form and retrieve it, remember it must be done within 24 hours.
14. Once submitted CESA and ELCC will receive a notification
15. Save a copy of the serious incident in the **ELCC Drive>ELCC Medical Info>Medical and Alert details>(relevant year)>Serious incidents**
16. Follow up with family and ensure all parties are supported dealing with the incident.
17. Print a copy of the serious incident, staple to the incident, injury, trauma & illness record and put in child’s file
18. Email Nominated Supervisor and Principal, David Meziniec, mezid@tenison.catholic.edu.au and our Work, Health and Safety Officer, Trudi Dempsey, dempt@tenison.catholic.edu.au the incident and explain the situation.