



# INCIDENT, INJURY, TRAUMA AND ILLNESS POLICY

Date: June 2018

Version: 1

Last Amended By: Michelle Higson

Next Review: June 2019

## 1 Aim

Giggles & Atlas aims 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.

## 2 Overview

- Educators
- Children
- Staff
- Families
- Management
- Visitors

## 3 Responsibilities for the Approved Provider

The Approved Provider of an education and care service must -

- Ensure that the parent of the child is notified as soon as 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.
- Ensure that the children's enrolment forms provide authorisation for the service to seek emergency medical treatment by a medical practitioner, hospital or ambulance service.
- Ensure that an incident report is completed and a copy forwarded to the regulatory authority as soon as practicable but not later than 24 hours after the occurrence.
- Ensure that there is a minimum of one educator with a current approved first aid qualification on the premises at all times.

## 4 Responsibilities of the Nominated Supervisor

The Nominated Supervisor of an education and care service must –

- Notify parents/guardian immediately after an incident, injury, trauma or medical emergency, or as soon as is practicable.
- Request 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.
- Notify other person/s as authorised in the child's enrolment form when the parents/guardians are not contactable.

- The Nominated Supervisor of the education and care service 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.
- Review the cause of incident, injury, trauma and illness and taking appropriate actions to remove cause if required.

## **5 Responsibilities of the Educators**

The Educators of an education and care service must –

- 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.

## **6 Responsibilities of the Family/Guardian**

The Family/Guardians of an education and care service must –

- 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.
- Receive access of where is policy and notification of its existence.
- 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.
- Be provided access to information on children's development. The service program, and relevant health and wellbeing resources from the service.

## **7 Record Keeping**

The records must be kept –

- 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;
- If the record relates to an incident, illness, injury or trauma suffered by a child that may have occurred following an incident while being educates and cared for by the education and care service, until the child is aged 25 years.

## **8 Procedure**

The recorded in the Incident, Injury, Trauma and Illness Record includes as follows-

- the name and age of child;
- the circumstances leading to the incident, injury or trauma, or relevant circumstances surrounding the child becoming ill (including any symptoms);
- the time and date the incident occurred;
- the action taken by the service, including administrating medication, first aid provided or medical personnel contacted;
- details of any person who witnessed the incident, injury or trauma, or the apparent onset of illness;
- the name of any person the service notified or attempted to notify of the incident, injury, illness or trauma with date and time;
- name, signature, date and time of person making the entry;
- signature or the parent/guardian to verify that they have been informed of the occurrence.

# 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**: .....

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.....

Cause of **injury/trauma**: .....

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

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.....

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

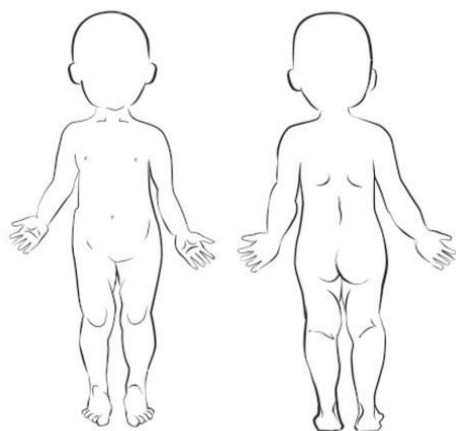
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Circumstances if child appeared to have been **taken or removed** from service or was **locked in/out** of service (incl who took the child, duration): .....

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## 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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**9 Related Documents**

- Refer to Incident, Injury, Illness and Trauma Procedure
- ACECQA [www.acacqa.gov.au](http://www.acacqa.gov.au) - Incident, Injury, trauma, Illness Template: [www.acecqa.gov.au/resources-and-templates/](http://www.acecqa.gov.au/resources-and-templates/)
- Workers Compensation

**10 Related Statutory Obligations & Considerations**

- Education and Care Services National Law 2010
- Education and Care Services National Regulations 2011
- Guide to the National Quality Standards 2011

- Work Health and Safety Act 2011
- Work Health and Safety Act 2011

## 11 Amendment History

Version	Amendment	Short Description
1	Policy template reformatted	Policy template reformatted – use of different headings to make clearer reading.

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.