



Incident, Injury, Trauma and Illness

Purpose of this Policy

To clearly outline procedures for effective management of incidents involving incident, injury, trauma and illness.

School Support Services are responsible for:

- Ensuring the safety of the child is a priority in an event where an incident, injury, trauma or illness has occurred
- Ensuring first aid kits are easily recognised and readily available where children are present at the OSHC program and during regular outings
- Completing an Incident, Injury, Trauma and Illness Record without delay – ensuring there are reports printed and on hand to be completed promptly
- Ensuring that a parent/guardian of a child is notified as soon as practicably possible and without undue delay in the event that a child is injured, becomes ill or suffers trauma. No later than 24 hours.
- Ensuring first aid kits are suitably equipped. Taking into consideration the hazards at the OSHC program, past and potential injuries and size of the location
- Ensuring first aid qualified educators are present at the OSHC program at all times whilst caring & educating children. Educators should never exceed their qualifications and competence when administering first aid.
- During induction that educators are made aware of the definition of a 'Serious Incident' (please see following definitions) and the procedures to follow in the event an incident of this nature occurs
- Notifying the Regulatory Authority of any serious incident within 24 hours

Procedures when an Incident, Injury or Trauma occurs:

- Educators to attend immediately to the needs of the child or adult affected
- Educators to assess the situation and ensure others are removed from immediate harm
- Educators should ensure the child or adult are comforted throughout the situation
- Educators will commence first aid, if urgent medical treatment is required an ambulance will be called
- The Service Coordinator will notify School Support Services Manager as soon as practicable
- The Service Coordinator will delegate duties in relation to the management of the incident
- Parents/guardians and or emergency contacts will be notified by telephone as soon as practicable, should the child need medical treatment
- An Incident, Injury, Trauma and Illness record will be completed as soon as practicably possible and no later than 24 hours after the the incident, injury or trauma
- Should the child not need medical treatment the parent/guardian will be notified when they arrive to collect their child at the end of the day and will be required to sign the Incident, Injury, Trauma and Illness record
- If any child has suffered a head injury the parent will be notified by the Service Coordinator by telephone as soon as practicable
- Educators will evaluate the scene of the incident, and safely remove cause of the injury if possible or report the risk to School Support Services Management
- Educators will discuss the situation with educators and children involved to avoid further incident to ensure their safety

Procedures when a serious incident occurs at the OSHC program:

If you believe a serious incident (definition below) has occurred at the OSHC program, you must ensure the safety of the child as a priority. Notify School Support Services Director – Jordan Tidd that a serious incident has occurred. Jordan Tidd – 0434 939 529

jordan@schoolsupportservices.com.au

The intent of the National Regulations is to ensure that regulatory authorities are notified of incidents that seriously compromise the health, safety or wellbeing of children. The regulatory authority is then able to take appropriate action.

The **definition** of a 'serious incident' from the Education and Care Services National Regulations is:

Regulation 12: meaning of *serious incident*:

(a) The death of a child:

(i) while being educated and cared for by an education and care service
or

(ii) following an incident while being educated and cared for by an education and care service.

(b) Any incident involving serious injury or trauma to, or illness of, a child while being educated and cared for by an education and care service, which:

(i) 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.

e.g. whooping cough, broken limb, anaphylaxis reaction

(c) any incident where the attendance of emergency services at the education and care service premises was sought, or ought reasonably to have been sought

(d) 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.

Complete the form SI01 Notification of Serious Incident in consultation with the School Support Services Management – School Support Services Management will send it to the regulatory authority via the NQA IT System within 24 hours of the incident occurring.

Volunteers and students, while at the OSHC service, are responsible for following this policy and its procedures