***Bexley Jack and Jill Preschool Inc.***

QUALITY AREA 2: CHILDREN’S HEALTH AND SAFETY

**MANAGING EMERGENCIES:**

**INCIDENT, INJURY, TRAUMA AND ILLNESS POLICY**

**POLICY:** The centre will plan for and respond effectively to accidents and medical emergencies.

**BACKGROUND:** The health and safety of children in education and care services is the responsibility of all approved providers and educators. Policies and procedures (including documented records) must be in place to effectively manage the event of any incident, injury, trauma and illness that occurs in the program by law. Young children’s innate desire to explore and test their growing capabilities is essential in developing wellbeing. Educators must consider the understanding of all of the elements of wellbeing, and ensure that programs also acknowledge the importance of risk management to provide a safe environment and reasonably protect children from potential harm.

**RELEVANT LEGISLATION:**

* Education and Care Services National Law Act 2010: 174(2)
* Education and Care Services National Regulations 2011: 77, 85, 86, 87, 103, 177, 183

**LINKS TO NATIONAL QUALITY STANDARD**

* QA2 Children’s Health and Safety
  + 2.1 Children’s health is promoted
  + 2.3 Each child is protected

**KEY RESOURCES:**

* Guide to the National Quality Standard ACECQA (2011)
* Guide to the Education and Care Services National Law and the Education and Care Services National Regulations ACECQA (2011)
* Health and Safety in Children’s Services Model Policies and Practices – 2nd Edition revised (2003)
* A Director’s Manual: Managing an Early Education and Care Service in NSW, Community Child Care Co-operative (2013)
* Incident, Injury, Trauma and Illness Sample Policy. Community Child Care Co-operative (2015)

**GOALS:**

Our care and education service will:

* Develop program goals that promote the wellbeing of each child;
* Establish procedures and practice that minimise the risk of harm to children;
* Maintain communication with families to ensuring that they are informed of any incidents, injury, trauma and illness to their child/ren as required;
* Ensure that records of any incident, injury, trauma and illness are documented, transmitted to the Department of Education and Communities as required and stored confidentially until the child is 25 years old, according to regulatory requirements; and
* Ensure that this policy is implemented in conjunction with our Emergencies and Evacuation Policy.

PRACTICES:

**Incident, Injury, trauma and Illness Report**

Details entered in the Incident, Injury, Trauma and Illness Record include the following:

* the name and age of the 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 injury was received or the child was subjected to the trauma, or the apparent onset of the illness;
* the action taken by the service, including any medication administered, 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 any incident, injury, trauma or illness that a child suffered while being educated and cared for by the service, and the time and date of the notifications/attempted notifications;
* the name and signature of the person making an entry in the record, and the time and date that the entry was made; and
* signature of a parent/guardian to verify that they have been informed of the occurrence.

All information will be included in the Incident, Injury, Trauma and Illness Report as soon as is practicable, but not later than 24 hours after the incident, injury or trauma, or the onset of the illness.

**Preventative Strategies**

* Consider the planning of the physical environment and experiences, ensuring that the spaces are safe.
* Thoughtfully group children to effectively manage supervision and any potential risks to children’s health and wellbeing.
* Respond to children in a timely manner. Provide reassurance and ensure children’s emotional and physical wellbeing is paramount at all times.
* Regularly checking equipment in both indoor and outdoor areas for hazards, and taking the appropriate action to ensure the safety of the children when a hazard is identified.
* Reviewing the cause of any incident, injury or illness and taking appropriate action to remove the cause if required.
* Provide staff with access to appropriate up to date information, or professional development on the management of incidents.
* Maintain high levels of supervision at all times.

**Roles and Responsibilities**

The Approved Provider will;

* Ensure that the premises are kept clean and in good repair.
* Ensure that completed medication records are kept until the end of 3 years after the child’s last attendance (regulation 92, 183).
* Ensure that a parent/guardian of the child is notified as soon as is practicable, but not later than 24 hours after the occurrence, if the child is involved in any incident, injury, trauma or illness while at the service (regulation 86).
* Ensure that incident, injury, trauma and illness records are kept and stored securely until the child is 25 years old (regulations 87, 183).
* Ensure that there is a minimum of one educator with a current approved first aid qualification on the premises at all times.
* Ensuring that children’s enrolment forms provide authorisation for the service to seek emergency medical treatment by a medical practitioner, hospital or ambulance service.
* Ensuring that an incident report is completed and a copy forwarded to the regulatory authority as soon as is practicable but not later than 24 hours after the occurrence.

The Nominated Supervisor will;

* Notify parents/guardians immediately after an incident, injury, trauma or medical emergency, or as soon as is practicable.
* Request the parents/guardians make arrangements for the child or children involved in an incident or medical emergency to be collected from the service, or informing parents/guardians if an ambulance has been called.
* Notify other person/s as authorised on the child’s enrolment form when the parents/guardians are not contactable.
* Ensure that regulatory and legislative responsibilities are met in relation to any incident, injury or medical emergency.
* Maintain all enrolment and other medical records in a confidential manner.
* Regularly check equipment in both indoor and outdoor areas for hazards, and taking the appropriate action to ensure the safety of the children when a hazard is identified.
* Review the cause of any incident, injury or illness and taking appropriate action to remove the cause if required.

The Early Childhood Educators/Certified Supervisors will;

* Recording details of any incident, injury or illness in the Incident, Injury, Trauma and Illness Record as soon as is practicable but not later than 24 hours after the occurrence.
* Seek further medical attention for a child if required.
* Be aware of the signs and symptoms of illness/trauma.
* Be aware of individual children’s allergies and immunisation status and use this knowledge when attending/responding to any incident, injury or illness.
* 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.
* In response to a child registering a high temperature, follow procedures for temperatures, and complete the incident, injury, trauma and illness record as required.

Families will;

* 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.
* Inform the service of their child’s particular requirements, and provide any relevant paperwork to the service, such as immunisation status, health plans, allergies etc.
* Be notified of any incident, injury, trauma, or illness as soon as is practicable, but no later than 24 hours after the noted incident, and will be provided with a copy of the report.
* Receive access to this policy and notification of its existence.
* Be provided access to information on children’s development, the service program, and relevant health and wellbeing resources from the service.

**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.
* Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

**Policy developed November 2015**