

Moreland Early Years Management

INCIDENT, INJURY, TRAUMA AND ILLNESS POLICY AND PROCEDURE

Mandatory – Quality Area 2

PURPOSE

Moreland Early Years Management and its early years services are committed to maintaining child safe environments that reflect the safety and wellbeing of all children, and the prevention, identification and immediate response to all forms of child abuse and neglect. Moreland Early Years Management early childhood teachers and educators have a duty of care to ensure every reasonable precaution is taken to protect children from harm, and any hazard while being educated and cared for by Moreland Early Years Management early years services.

This policy and procedure is to provide guidance to Moreland Early Years Management's early childhood teachers and educators, staff, contractors, volunteers, students on placement, parents and visitors attending the programs and activities of Moreland Early Years Management services, in relation to a child becoming injured, ill or suffering trauma whilst in the care of Moreland Early Years Management Services. While also ensuring that the health, wellbeing and safety of all children, early childhood professionals, staff and visitors are met in accordance with Child Safe Standards.

POLICY STATEMENT

Moreland Early Years Management early years services are committed to:

- The safety and wellbeing of each child, family, early childhood teacher and educator at all Moreland Early Years Management early years services.
- Providing a safe and healthy environment for all early childhood teachers and educators, staff, children, families, volunteers and students on placement and any other persons participating in or visiting the service, that is free from discrimination, bullying, and harassment (refer to Complaints/Grievances Policy and procedure (Early childhood teachers and educators)).
- Responding to the needs of injured, ill or traumatised children and adults at the service
- Preventing the spread of illness through simple hygiene practices, implementation of No Job No Play and complying with recommended Department of Education and Training exclusion guidelines (refer to sources).
- Maintain a duty of care to all children at Moreland Early Years Management services.

BACKGROUND AND LEGISLATION

Moreland Early Years Management, early childhood teachers and educators and staff have a responsibility and a duty of care to act to prevent accidents and emergencies at the early years' service.

Moreland Early Years Management must have policies and procedures in place in the event that a child is injured, becomes ill or suffers trauma. These procedures must be read and followed and must include the requirement that a parent be notified in the event of an incident, injury, illness or trauma relating to their child as soon as possible. The Department of Education and Training will need to be notified within 24 hours of the occurrence of a serious incident.

The National Regulations require an accurate *Incident, Injury, Trauma or Illness Record* to be kept and stored confidentially until the child is 25 years old (Regulation 183(2)).

Medical emergencies may include serious health issues such as asthma, anaphylaxis, diabetes, fractures, choking and seizures. Such emergencies generally involve only one child, however they can affect everyone in the children's service.

Legislation and standards

Relevant legislation and standards include but are not limited to:

- *Australian Standards AS3745–2002, Emergency control procedures for buildings, structures and workplaces*
- *Education and Care Services National Law Act 2010: Section 174(2)*
- *Education and Care Services National Regulations 2011: Regulations 77, 85–87, 103, 177, 183*
- *Public Health and Wellbeing Act 2008 (Vic)*
- *Public Health and Wellbeing Regulations 2009 (Vic)*
- *Occupational Health and Safety Act 2004 (Vic)*
- *Occupational Health and Safety Regulations 2007*
- *Work Safe Victoria Compliance Code: First aid in the workplace (2008)*
- *National Quality Standard, Quality Area 2: Children's Health and Safety*
- *National Quality Standard, Quality Area 7: Leadership and Service Management*
- *Administration of First Aid Policy*

PROCEDURES

All Moreland Early Years Management early years' service early childhood teachers and educators will adhere to the following procedures;

Dealing with Incident, Injury, Trauma and/or Illness

- Attend to the immediate needs of the child/ren and/or the situation and provide first aid and make contact with emergency services where required.

- Notify the parent as soon as practical and complete the relevant documentation and notify the appropriate authorities.
- Moreland Early Years Management is to be notified of all serious incidents (see attachment).
- It is a requirement of the National Law and Regulations that an early childhood teachers and educators record the incident, injury, trauma or illness, in the Incident, Injury, Trauma and Illness Record. All incident, injuries, traumas and illnesses are required to be recorded in the Incident and Illness Record, regardless of whether they are “serious” or not.
- Where a child has received an injury to the head and face, early childhood teachers and educators will contact and notify the parents as soon as possible, to decide whether they will collect their child or leave the child at the service to be monitored. This will require a record to be made of this injury/ condition. Should a child remain at the service, the early childhood teachers and educators must monitor the child for signs of concussion, and contact emergency services if required.

Notification and Recording an Incident, Injury, Trauma, Illness or Serious Incident

- As a regulatory requirement, Moreland Early Years Management is required to notify of a serious incident to the Department of Education and Training (DET) within 24 hours.
- Any incident where early childhood teachers and educators reasonably believe that physical and/or sexual abuse of a child has occurred or is occurring while the child is being educated and cared for by the service; any allegation that sexual or physical abuse of a child has occurred or is occurring while the child is being educated and cared for by service must be reported to DET within 24 hours. The incident will also need to be reported Child Protection.
- In line with Education and Care Services *National Law 2010* and *Regulations 2011*, early childhood teachers and educators are required to notify the Moreland Early Years Management Early Years Manager via phone as soon as practicable about a serious incident and any incident they believe that physical and /or sexual abuse of a child has occurred (please also see definition) prior to the 24 hours.
- The Moreland Early Years Manager will work with the service to notify the Department of Education and Training (DET), in writing within 24 hours and complete required documentation as soon as practicable.
- The Moreland Early Years Manager will submit the notification of serious incident to inform Department of Education and Training.

Role of the early childhood teachers and educators

- All early childhood teachers and educators are expected to be aware of the reporting requirements in alignment with both the Education and Care Services National Law 2010 and the Education and Care Services National Regulations 2011
- All required information is to be recorded as soon as possible in the Incident, Injury, Trauma and illness record by the person who witnessed or has been notified of the incident, injury, trauma or illness. There may be circumstances when early childhood teachers and educators may not necessarily witness the incident at the time that it has occurred, but

should still record as many details as possible as soon as they become aware of the incident, injury, trauma or illness.

- The parent of the child/children will be informed and the time and date of the notification and that the incident/injury/trauma has occurred and will be recorded by the early childhood teachers and educators. When the child is collected, either the parent or person authorised by the parent in the enrolment record will acknowledge this with a signature in the Incident, Injury, Trauma and Illness Record.

** If an incident that is reasonably believed that the child has been physical and/or sexually abused, early childhood teachers and educators need to discuss with the Moreland Early Years Management Early Years Manager prior to contacting the parent.*

- Ensuring that the following contact numbers are displayed in close proximity of each telephone:
 - 000 (also keep an *AV How to Call Card* close to each telephone – refer to *Sources*)
 - DET regional office
 - Moreland Early Years Management
 - Asthma Victoria: (03) 9326 7055 or toll free 1800 645 130
 - Victoria Poisons Information Centre: 13 11 26

If a child becomes ill whilst in care at the service

The following procedures are in place for a child who appears/becomes unwell while attending Moreland Early Years Management early years services. If a child seems unwell and is not able to participate in experiences, early childhood teachers and educators should do the following:

- Seek and discuss with another early childhood teacher and/or educator at the service and/or contact Moreland Early Years Management Early Years Manager and advise them of your concerns about the child's condition (level of activity and engagement, skin tone, symptoms of concern) for a team approach to supporting the child.
- Contact the parent and advise them that their child seems unwell and monitor the child. In these cases, the parent should be contacted as soon as possible and the parent should be asked to collect the child from the service.
- Actively monitor the child's health and wellbeing, as well as following all first aid procedures. If the child's condition deteriorates, contact emergency services immediately and follow their directions.
- If the parent is unable to collect their child in a short period of time, allow the child to rest comfortably away from other children.
- Note that sometimes a parent will be unable to collect the child immediately. In this case, refer to the 'Emergency Contacts' section of the enrolment record, in regards to who should be contacted to assist. Discuss this with the parent.
- While waiting for the parent to arrive provide the child with a mat or cushion where they can rest and still be supervised by early childhood teachers and educators. Make the child as comfortable as possible. This may include:
 - Removing excess clothing if they are hot.
 - Providing them with a blanket or comfort item.
 - Offering them a drink of water if appropriate.

- After the child leaves, clean the mat or cushion to minimise the spread of infection. In addition, follow-up with child's parent to check if any further action is required post the initial incident occurring. Particularly if related to infectious disease situation. If this is the case, follow the procedure for dealing with 'Infectious Diseases and Hygiene'.

DEFINITIONS

The terms defined in this section relate specifically to this policy and procedure. For commonly used terms e.g. Approved provider, Nominated Supervisor, Regulatory Authority etc. refer to General definitions section in the policy and procedure folder.

Authorisation: Official permission or approval by a parent or a person named in the child's enrolment record as authorised to consent.

AV How to Call Card: A card that the service has completed containing all the information that Ambulance Victoria will request when phoned. A sample card can be downloaded from: <http://www.ambulance.vic.gov.au/Education/Calling-Triple-0.html>

Early childhood teachers and educators: These are staff employed to care and educate for children enrolled in the Early Years Service. This may include but is not limited to an Approved Provider, Responsible Person, Nominated Supervisor and Educational Leader.

Emergency Services: Includes ambulance, fire brigade, police and state emergency services.

Emergency: Is defined as an incident, situation or event where there is an imminent or severe risk to the health, safety and wellbeing of any person present at the service

First Aid: The provision of initial care in response to an illness or injury. First Aid training should be delivered by approved first aid provider as listed on ACECQA website.

Incident: Any unplanned event resulting in or having potential for injury, ill, health, damage or other loss. This includes incidents and allegations while a child or children are being educated and cared for by the service; any incident where you reasonably believe that physical and/or sexual abuse of a child has occurred or is occurring while the child is being educated and cared for by the service; any allegation that sexual or physical abuse of a child has occurred or is occurring while the child is being educated and cared for by the service.

Injury: Any physical damage to the body

Parental Responsibility: The term is referred to in the definition of 'parent' in the National Law and is defined in the Family Law Act 1975 as 'all the duties, powers, responsibilities and authority which, by law, parents have in relation to children.'

Serious incident: An incident resulting in the death of a child, or an injury, trauma or illness for which the attention of a registered medical practitioner, emergency services or hospital is sought or should have been sought. This also includes an incident in which a child appears to be missing, cannot be accounted for, is removed from the service in contravention of the regulations or is mistakenly locked in/out of the service premises (Regulation 12). A serious incident should be documented in an *Incident, Injury, Trauma and Illness Record* (sample form available on the ACECQA website) as soon as possible and within 24 hours of the incident. The Regulatory Authority

(DEECD) must be notified within 24 hours of a serious incident occurring at the service (Regulation 176(2)(a)). Records are required to be retained for the periods specified in Regulation 183.

SOURCES AND RELATED POLICIES

Sources

- ACECQA sample forms and templates:
- <http://www.acecqa.gov.au/sample-forms-and-templates-now-available>
- *AV How to Call Card* (Ambulance Victoria):
<http://www.ambulance.vic.gov.au/Education/Calling-Triple-0.html>
- *Staying Healthy: Preventing infectious diseases in early childhood education and care services* (5th edition, 2013) National Health and Medical Research Council:
<https://nhmrc.gov.au/about-us/publications/staying-healthy-preventing-infectious-diseases>
- VMIA Insurance Guide, Community Service Organisations program: www.vmia.vic.gov.au
- WorkSafe Victoria: *Guide to Incident Notification*: <http://www.worksafe.vic.gov.au/forms-and-publications/forms-and-publications/guide-to-incident-notification>
- WorkSafe Victoria: Online notification forms:
<https://www.worksafe.vic.gov.au/resources/incident-notification-form>

Related policies

- *Administration of First Aid Policy*
- *Administration of Medication Policy and Procedure*
- *Anaphylaxis Policy and Procedure*
- *Asthma Policy and Procedure*
- *Dealing with Infectious Diseases Policy and Procedure*
- *Dealing with Medical Conditions Policy and Procedure*
- *Diabetes Policy and Procedure*
- *Emergency and Evacuation Policy*
- *Epilepsy Policy and Procedure*
- *Excursions and Service Events Policy and Procedure*
- *Occupational Health and Safety Policy and Procedure*
- *Privacy and Confidentiality Policy and Procedure*
- *Road Safety and Safe Transport Policy and Procedure*

Authorisation

Date: February 2019

Review date: February 2021

Moreland Early Years Management

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**:

.....
.....
.....
.....
.....

CAUSE OF **INJURY/TRAUMA**:

.....
.....
.....
.....

.....

CIRCUMSTANCES SURROUNDING ANY **ILLNESS**, INCLUDING APPARENT SYMPTOMS:

.....
.....
.....
.....
.....

CIRCUMSTANCES IF CHILD APPEARED TO BE **MISSING** OR OTHERWISE UNACCOUNTED FOR (INCL DURATION, WHO FOUND CHILD ETC):

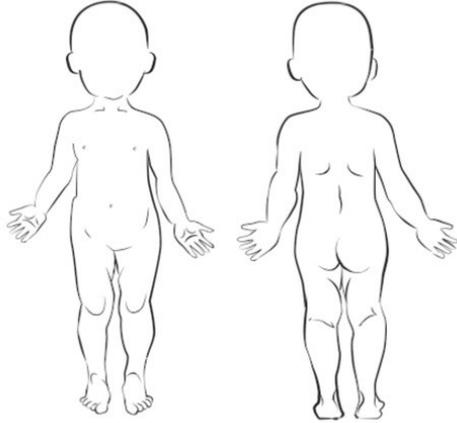
.....
.....
.....
.....
.....

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):

.....
.....
.....
.....

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:

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)

HAVE BEEN NOTIFIED OF MY CHILD'S INCIDENT/INJURY/TRAUMA/ILLNESS.
(PLEASE CIRCLE)

SIGNATURE:DATE:/...../.....

Additional notes:

<https://www.acecqa.gov.au/resources/applications/sample-forms-and-templates>

Moreland Early Years Management

Moreland Early Years Management incident notification

Please complete the required information and email to Moreland Early Years Management within 24 hours of the incident occurring along with Incident, injury, trauma and illness record.

Please tick one option

- incident or trauma
- illness
- child missing
- child taken or removed
- child locked in or out
- Death of a child
- emergency service attended
- Closure or reduction in number of children attending the service
- any circumstances posing risk to health, safety and wellbeing
- attendance of additional children
- incident of sexual or physical abuse
- allegation of sexual or physical abuse

Service name	
Details of the person submitting the form (including Name & Role in Early Years Service)	
Date incident occurred	
Time of incident	
Location	

DETAILS OF CHILD/CHILDREN IF RELEVANT

Name of child/children	
Gender	
Date of Birth	

DETAILS OF PARENT IF RELEVANT

Name of Parent/s	
Contact details	

