



Date Adopted

August 2015

Review Date

February 2017

Relevant
Legislation &
Standards

Children (Education and Care Services National Law Application) Act 2010
section 174 (2)

Education and Care Services National Regulations 2011: 77,
85 - 87,103,177.183

National Quality Standard: 2.1, 3.1. 7.3

Occupational Health and Safety Regulations 2007

Children and Young Persons (Care and Protection) Act 1998

Aim / Policy
Statement

The safety, health and well being of all children at Goulburn Pre-School is of the highest priority. The National Regulations require accurate Incident, Injury, Trauma and Illness Report to be completed, acknowledged and retained until the child is 25 years old.

The following occurrences need to be documented on the Goulburn Pre-School Incident, Injury, Trauma and Illness Report format:

- An incident involving a child,
- An injury received by a child,
- Trauma to which a child has been subjected,
- An illness that becomes apparent.

Goals

Goulburn Pre-School has policies and procedures in place to effectively manage the event of any incident, injury, trauma and illness. It is important educators understand all elements of wellbeing to ensure the programs the importance of risk management to provide a safe and nurturing environment to reasonably protect children from potential harm.

Strategies

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 noted symptoms);
- The time and date the incident occurred the injury was received or the child subjected to trauma, or the apparent onset of the illness;
- The action taken by the educators, including any medication administered, first aid provided or medical personnel contacted;
- Details of any person who witnessed the incident, injury, trauma or onset of illness;
- The name of any person the Pre-School contacted or attempted to contact of any incident, injury, trauma or illness that the child experienced while at the Pre-School, time and date of the notification /attempted notifications;
- The name and signature of the person making an entry in the record, and the time and date the entry was made: and
- The name and signature of the parent / guardian to verify that they have been informed of the occurrence.

All information will be included on the Goulburn Pre-School Incident, Injury, Trauma and Illness Report as soon as practical, but no later than 24 hours after the occurrence.

Preventative Strategies

- Careful consideration to planning the physical environment and learning experiences to ensure safety and wellbeing.
- Thoughtful consideration given to the grouping of children to ensure effective supervision and management of any potential risks to children's health, safety and wellbeing.
- Responding to children in a timely and effective manner to provide reassurance and ensure children's emotional and physical wellbeing is paramount.
- Regularly checking indoor and outdoor learning environments and equipment for hazards and taking appropriate risk management strategies to manage any identified risks.
- Reviewing the case of any incident, injury or illness and taking action to remove any risks or possible causes.
- Maintain high levels of effective supervision at all times.

<i>Role</i>	<i>Authority / Responsibility</i>
Approved Provider	<ul style="list-style-type: none">➤ Ensure all areas of the Pre-School are kept clean and in good repair.➤ Ensure completed medication records are kept until the end of 3 years after the child's last attendance. (Regulation 92, 183).➤ Ensuring the parent / guardian of a child is notified as soon as practical, but no later than 24 hours after then occurrence, if the child is involved in any incident, injury, trauma or illness whilst attending the Pre-School.➤ Ensure incident, injury, trauma and illness records are kept and stored securely until the child is 25 years

	<p>(Regulation 86).</p> <ul style="list-style-type: none"> ➤ Ensuring there is a minimum of one educator with a current first aid qualification on the premises at all times. ➤ Ensuring children’s enrolment forms provide authorisation for Goulburn Pre-School to seek emergency medical treatment by a medical practitioner, hospital or ambulance service. ➤ Ensuring the incident report is completed a copy forwarded to ACECQA no later than 24 hours after the occurrence of a reportable event.
Nominated Supervisor	<ul style="list-style-type: none"> ➤ Notifying parents / guardians immediately after an incident, injury, trauma or medical emergency, or as soon as is practical. Where parents / guardians are not contactable, emergency contacts are to be contacted. ➤ Requesting parents /guardians arrange for the collection of the child from Goulburn Pre-School after an incident or medical emergency or advise if an ambulance has been called. ➤ Ensure regulatory and legislative responsibilities are met in relation to any incident, injury or medical emergency. ➤ Maintaining all enrolment and other medical records in a confidential manner. ➤ Review the cause of any incident, injury or illness and take appropriate action as required.
Educators Certified Supervisors	<ul style="list-style-type: none"> ➤ Record the details of any incident, injury, trauma or illness on the Goulburn Pre-School format as soon as practical but no later than 24 hours after the occurrence. ➤ Seek further medical attention for an injured or unwell child as required. ➤ Be aware of the signs and symptoms of injury, illness and trauma. ➤ Be fully aware of individual children’s allergies, immunisations status and existing medical conditions when responding to an incident, injury or illness. ➤ Respond to children showing any signs or symptoms of illness. Monitor and record symptoms as appropriate. Contact parent / guardian to notify of symptoms and arrange for the collection of the child. ➤ Responding to a child with a high temperature following procedures and complete report. Contact parent/ guardian and arrange for collection of the child.
Families	<ul style="list-style-type: none"> ➤ Be informed about the policies and procedures upon enrolment in regards to first aid and illness whilst at

	<p>Goulburn Pre-School. This included exclusion of sick children, immunisation status and notifications of illnesses.</p> <ul style="list-style-type: none"> ➤ Provide Goulburn Pre-School with any information relating to the individual health care needs of their child including emergency action plans, updates to immunisation status or any other relevant information. ➤ Respond in a timely manner to any notification of an incident, injury, trauma or illness and arrange for the immediate collection of the child where applicable. A copy of the report will be provided to parents / guardians. ➤ Access this policy via hard copy or via the Goulburn Pre-School website. ➤ Access available information relating to children’s development, health and wellbeing resources available from Goulburn Pre-School in the parent library, printed materials, newsletter and signage.
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Evaluation

Effective management of incident, injury, trauma and illness will ensure a safe and healthy environment for the children that focuses on their wellbeing as a priority.

This policy will be monitored to ensure compliance with legislative requirements. Policy review will occur after 2 years unless deemed necessary prior to this time.

Resources and Attachments

- Community Child Care Co-operative – Incident, Injury, Trauma and Illness Sample Policy
- Early Childhood Australia – ECA Code of Ethics www.earlychildhoodaustralia.org.au
- Goulburn Pre-School Philosophy
- Education and Care Services National Regulations
- Children and Young Persons (Care and Protection) Act 1998
- ACECQA – www.acecqa.gov.au

Links to other Policies and Procedures:

- Child Protection
- Staff Code of Conduct
- Workplace Health and Safety Procedures
- Incident, Injury, Trauma and Illness Report
- Medical Conditions Policy– Asthma, Anaphylaxis, Diabetes
- Infectious Diseases Policy
- Medication Report