



SOUTHERN MONTESSORI ELC

Incident, Injury, Trauma and Illness Policy

Strategies and Practices

- The Centre maintains an up-to-date record of the First Aid and CPR status of all educators, together with their anaphylaxis and asthma management training, in its Staff Folder. All educators are required to have completed and have up to date qualifications in First Aid, emergency asthma and anaphylaxis management. The required number of educators with these qualifications working with children meets regulatory requirements at all times, including on excursions.
- A First Aid cupboard is located in the room so that educators can readily access it in an emergency. It is clearly labelled, and kept out of the reach of children. A portable First Aid kit is available for excursions. The Centre maintains a First Aid – List of Items as recommended by an approved First Aid training provider. The contents of all First Aid kits are cleaned, expiry dates checked, and replenished at least once per term. The list is initialed and dated each time the First Aid contents are checked.
- CPR posters from recognised authorities are displayed in the kitchen and office area.
- Emergency telephone numbers are displayed by both telephones.
- The Centre maintains records of the name, address and telephone number of each child's parents, persons authorised by the parents to consent to medical treatment or ambulance transportation for the child, and the family doctor. Records are reviewed annually and parents are required to inform the Centre of any changes to these contact details.
- The Centre maintains Medical Management Plans for children with identified medical conditions. Each child's plan and medication is stored in their own quickly and easily accessible first aid box. Plans are updated annually or sooner if a change occurs and are strictly adhered to in any emergency. Refer to the *Centre's Medical Conditions Policy*.
- With parental consent, photos of children with medical conditions are displayed so that they are easily viewed by educators, whilst in order to protect the child's privacy, they are not accessible to visitors or other families.
- Completed medication records are kept until the end of 3 years after the child's last attendance. Incident, injury, trauma and illness records are kept and stored securely until the child is 25 years old.
- In the event of a child displaying early symptoms of a childhood illness, the child will be separated from other children, First Aid administered as appropriate, the child made comfortable and their condition closely monitored. Parents will be notified and asked to collect their child as soon as possible to obtain medical attention.
- In the event of an injury to a child, educators are to follow the Centre's Injured Child – Management Procedure. The educator is to complete an Incident, Injury, Illness and Trauma Record. Parents are informed and asked to sign the Record (as proof of disclosure of information).
- In the event of an incident with a child relating to that child's identified medical condition, that child's Medical Management Plan must be followed explicitly. An Incident, Injury, Illness and Trauma Record is to be completed and signed by the parents.
- Staff are to inform the Nominated Supervisor/Principal as soon as possible if they have an accident or are injured at work. The staff member will be asked to complete a staff incident report form for the Centre's



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records. If the staff member seeks medical advice, this information should be added to the records. The staff member is also required to notify the Principal of any application for Work Cover, and to keep the Principal informed of any progress.

In the Event of a Serious Incident

A serious incident is defined as:

- The death of a child while being educated and cared for at the Centre or following a serious incident while being educated and cared for by the Centre.
- Any incident involving serious injury or trauma to, or illness of a child while at the Centre which a reasonable person would consider required urgent medical attention from a registered medical practitioner or for which the child attended, or ought reasonably to have attended, a hospital e.g. whooping cough, broken limb, anaphylaxis reaction.
- Any incident where the attendance of emergency services at the Centre was sought, or ought reasonably to have been sought.
- Any circumstance where a child being educated and cared for at the Centre appears to be missing or cannot be accounted for, or appears to have been taken, or removed from the premises in a manner that contravenes Delivery and Collection Policy and or is mistakenly locked in or locked out of the premises or any part of the premises.

Strategies and Practices

In the event of a serious incident occurring such as child who is not breathing being found in the Centre:

- The educator finding the child will strictly follow the Non-Responsive Child/Person - Procedure.
- The Nominated Supervisor/Principal/Administration Officer will call the parents of the child, calmly advise that the child has been taken to hospital by ambulance, and arrange to meet them at the hospital.
- The Nominated Supervisor/Principal – or an educator delegated – will accompany the child in the ambulance and remain with the child until the parent(s) arrive.
- Medical staff will advise parents of the child's condition. In the event of a death, educators may not give this information to parents because only a medical professional can pronounce a death.
- If the child has been transported via ambulance to hospital, the immediate Centre environment is not to be cleaned or otherwise disturbed until the Principal or Nominated Supervisor gives the clearance. The police and other relevant authorities may need to undertake a detailed investigation.
- The Principal will notify the Approved Provider of any death or serious injury. Either the Approved Provider, Principal or ELC Director will notify the Regulatory Authority as soon as practicable but within 24 hours of the serious incident and submit the Reporting of Serious Injury or Death Form.



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- If death has been pronounced, the Principal will notify the police of a death in the Centre, and follow police instructions. The Principal will also notify Workplace Health and Safety, as well as the Centre's insurance company.
- The Approved Provider or, if delegated, the Principal are the only persons to comment on the incident. No other educator is to provide information about the incident to the family concerned, to other families, or to the media. In addition, no educator is to make public comment or admit liability for the incident.
- The Centre's Incident, Injury, Trauma and Illness Record will be completed as soon as practicable after the event. All staff directly involved will prepare and sign statements listing the sequence of events and actions taken. All documentation including copies of forms will be filed in accordance with the Centre's *Privacy and Confidentiality Policy*.
- The Centre will support the family with sympathy and in every reasonable way.
- In the event of a death at the Centre, the Centre will provide educators with immediate debriefing and counselling from a suitably qualified professional.

Responsibilities of Parents

- To ensure their own contact details and those of any persons authorised by the parents to consent to medical treatment or ambulance transportation details are accurate, complete and up-to-date.
- To advise the Centre of any existing medical conditions that apply to their child and to immediately inform the Centre of any changes to their child's Medical Management Plan.
- To supply any necessary medication and ensure it is within the expiry date.

Links to other policies

- Enrolment and Orientation Policy
- Excursion Policy
- Allergy and Anaphylaxis Management Policy
- Asthma Management Policy
- Management of Infectious Diseases Policy
- Medical Conditions Policy
- Privacy and Confidentiality Policy

Sources, further reading and useful websites

Sources

- Education and Care Services National Regulations 2011
- National Quality Standard 2011
- Early Years Learning Framework 2009
- SA Health Food Safety Program (2012).
<http://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/health+topics/health+conditions+prevention+and+treatment/food+safety> accessed 20 February 2017
- National Health and Medical Research Council. (2012). Staying healthy in child care: Preventing infectious diseases in child care. 5th Ed. accessed 20 February 2017



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http://www.nhmrc.gov.au/_files_nhmrc/publications/attachments/ch55_staying_healthy_childcare_5th_edition_0.pdf

Further reading

- St John. Factsheets. <http://stjohn.org.au/first-aid-facts> accessed 21 March 2017

Useful websites

- Women's and Children's Hospital. Adelaide www.wch.gov.au
- Department for Education and Child Development (DECD)– www.decd.sa.gov.au/
- Workplace Health and Safety South Australia – <https://www.safework.sa.gov.au/>
- South Australian Work Cover Corporation – <http://www.rtwsa.com>

Appendices

- Non Responsive or Seriously Injured Child Management Procedure
- Notification of serious incident

Policy review

The Centre encourages staff and parents to be actively involved in the annual review of each of its policies and procedures. In addition, the Centre will accommodate any new legislative changes as they occur and any issues identified as part the Centre's commitment to quality improvement. The Centre consults with relevant recognised authorities as part of the annual review to ensure the policy contents are consistent with current research and contemporary views on best practice.

This policy replaces the Incident, Injury, Trauma and Illness Policy (2013) and the Serious Incident Policy (2014)

Developed: May 2017

Date(s) reviewed:

Next review Date: