

ARMIDALE & DISTRICT FAMILY DAY CARE

Incident, Injury, Trauma and Illness Policy

Related documentation Policy/policies:	Administration of First Aid, Dealing with Medical Conditions, Emergency Evacuation (includes Critical Incidents), Excursions
Regulation/s/ Standards:	National Regulations 85-87, 112, 168, 175-178. National Law 174 NQS 2.3.3
Related procedures:	Workplace Health and Safety (for Educators), Management of Records, Infection Control and Hand Washing, Supervision
References:	ACECQA Notifications SI01 Notification of a Serious Incident
Date effective	10 February 2016
Date for review	10 February 2018
Purpose/s	To protect the health, safety and wellbeing of children in care. To respond promptly when dealing with an Incident, Injury, Trauma or Illness. To ensure detailed, accurate documentation is made at the time and that the records are kept for the required period of time.
Responsibility	Educators, Coordinators, Nominated Supervisor.

Key information:

- Families must provide current emergency contact details and the authority to seek emergency medical, dental or other treatment on the enrolment form. They need to update these contact details whenever they change.
- The Educator needs to keep a list of emergency service numbers displayed near their home phone or sign in area. Family emergency contact details should be accessible but not displayed.
- Educators must carry a list of emergency contact details with them on all excursions and outings.
- If an incident occurs the Educator should provide appropriate First Aid (if applicable) and contact the family as soon as practical.
- If the child is not well enough to remain in care the Educator should advise an early collection.

- If the family later informs the Educator that medical or hospital treatment was sought the Educator must immediately inform the Nominated Supervisor (using the emergency number 0417 550 072 if it is outside office hours).

Serious Incident

- If the incident is serious and requires medical, hospital or dental treatment (including if the child has a convulsion, has uncontrollable bleeding or stops breathing), the Educator should call for an ambulance and administer First Aid whilst waiting for the ambulance to arrive.
- The Educator should call the Coordination Unit for assistance. Coordination Unit staff will travel to the Educator's service to provide care for the other children if the Educator needs to accompany the child to hospital and will contact the families